

# Bethel Park High School Student Handbook and Code of Student Conduct

*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 Handbook and the Code of Student Conduct 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.

## ***NON-DISCRIMINATION POLICY***

*The Bethel Park School District will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, union membership, or any other legally protected classification.*

*Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry or complaint of harassment or discrimination, or need information about accommodations, for persons with disabilities should contact:*

*Administrator for Human Resources  
301 Church Road  
Bethel Park, PA 15102-1696  
(412) 854-8404  
(412)854-8430 (fax)  
[TitleIX@bphawks.org](mailto:TitleIX@bphawks.org)*

## **Homeless Education Information for Parents and Unaccompanied Youth**

Children and youth experiencing homelessness have the right to a free appropriate public education. The McKinney-Vento Homeless Assistance Act requires educational access, attendance, and success for children and youth experiencing homelessness.

### **Who is homeless?**

Homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence, and includes children and youth who are:

- Sharing housing
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional housing
- Awaiting foster care
- Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, public spaces, or abandoned buildings
- Migratory meaning children who are or whose parent(s) or spouse(s) are migratory workers
- Unaccompanied homeless youth meaning any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been abandoned by parents or guardians, or separated from their parents for any other reason.

### **The Bethel Park School District provides:**

- Immediate enrollment of students experiencing homelessness
- School placement in school of origin or in area of current residency
- Assurance of educational rights for children and youth and parents/guardians
- Access for unaccompanied youth
- A dispute resolution process
- Assurance for comparable services
- Liaison collaboration with community agencies and supports
- Support for parental involvement
- Support for student achievement
- Transportation

### **Other provisions provided by the Bethel Park School District:**

- Enrollment of students in free breakfast and lunch programs
- Access to appropriate instructional supports and resources such as Title I including set asides, gifted education, and special education programs
- Academic and social emotional learning supports
- Bridge to community supports and services

### **For questions or more information, please contact:**

Lori Sutton, Bethel Park School District Homeless Education Liaison  
Bethel Park School District  
Special Services Department  
301 Church Road  
Bethel Park, PA 15102  
412-854-8410  
[sutton.lori@bphawks.org](mailto:sutton.lori@bphawks.org)

## **REQUESTING A SPECIAL EDUCATION STUDENT EVALUATION**

Parents or guardians, who are interested in having their child evaluated by the Bethel Park School District through a school based multi-disciplinary evaluation (initial evaluation) or re-evaluation (already identified as needing special education supports), should provide a written request to the Building Principal located in their child's neighborhood school or to the Director of Special Education at the district administration building.

The written request should include the reason(s) for the request and specifically, the educational concern(s) that you have for your child (i.e. academic, behavioral, social). In-turn, the District will either agree to the evaluation by issuing a Permission to Evaluate/Re-Evaluate Consent form or reject the evaluation by issuing a Notice of Recommended Educational Placement (NOREP), which would indicate the reason(s) why the evaluation is being rejected.

If an evaluation/re-evaluation is agreed to by the District and written parent or guardian consent is granted, the student evaluation will be completed and disseminated to the parent or guardian within 60 calendar days. At that time, the parent or guardian will be invited to attend a multi-disciplinary or IEP team meeting to review the results of the report, ask questions to school personnel and to develop or revise an Individualized Education Program (IEP), if the child is found to be or continues to be eligible for special education services.

For additional information or if you have any questions, please contact:

Lori Sutton, Director of Special Education  
Special Services Department  
Bethel Park School District  
301 Church Road  
412-854-8410  
[sutton.lori@bphawks.org](mailto:sutton.lori@bphawks.org)

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

## Administrative Staff

**Mr. Joseph Villani, Principal..... 412-854-8570**

### Assistant Principal

Mr. James Fodse .....412-854-8580

### Dean of Students

Mr. Brian DeLallo .....412-854-8516

Ms. Lisa Cusick .....412-854-8518

### Building Secretaries

Mrs. Judith Daley .....412-854-8584

Mrs. Kathy Janosik .....412-854-8571

Mrs. Donna Murphy .....412-854-8581

Mrs. Lynne Pieczynski (Activities) ....412-854-8514

Ms Jaclyn Wilcox (Athletics) .....412-854-8548

### Athletic Director

Mr. Dan Sloan ..... 412-854-8547

### Director Bethel Park Online Academy

Mr. Brian Lenosky ..... 412-854-8521

### School Police Officer

Officer Chris Galwas ..... 412-854-8730

## High School Teachers

Ken Adler

John Allemang

Gabe August

Michael Bellini

Michael Borsani

Jeffrey Bouch

Melinda Bouch

Linda Broderick

Jennifer Callahan

Hannah Camic

Chelsea Casagranda

Richard Casagranda

Kelsey Chapin

\*Maria Christenson

Ellen Conrad

\*Lee Cristofano

Alyssa D'Alessandro

Jonathan Derby

\*Victor DiPrampo

Shelley Dowling

Chris Durco

Randi Durmis

Julie Dzanaj

Megan Farren

Douglas Fink

Stacy Fisher

Tony Fisher

Heather Fontana

James Gais

Michael Galietta

Jon Gentile

Kathleen Gentile

Stephanie Glover

Amber Haefner

Thomas Hare

Cassandra Haught

Charles Herd

Julie Hernandez

Nicola Hipkins

Rob Hooten

Christopher Jack

Jeff Johns

Dana Jordan

Matt Kallis

Karrie Kinzel

Dave Kovalcik

Jay Kriegline

Brad Kszastowski

Todd Kuczawa

Josh Lape

Jackie Malley

Tracy McCoy

Jason Mickey

Christopher Nagel

Sean O'Brien

John Oluszak

Michelle Opsasnick

Scott Oswald

Alicia Pacek

Nina Persi

\*Mary Ann Pfeuffer

James Pierson

Stephen Pokrajac

Karen Potts

Clyde Qualk

Laura Ralyea

Christine Robb

Jessica Scott

Lisa Serafin

Matthew Short

Lara Simkovich

Rachael Smith

Amy Smock

C. Arthur Smock

Emily Smoller

Jill Sofranko

Andrea Stillmak

Julie Thimons

Myrna Thomas

Chad Thompson

Christopher Tobias

Leigh Ann Totty

Justin Travis

Adam Triscilla

Madeline Tyska

\*Kent Wallisch

\*William Wells

Erin Wheat

Cortney Williams

Christopher Wilson

Alex Winschel

Jennifer Yeckel

\*Charles Youngs

Patrick Zehnder

*\*Denotes Department Facilitator*

### Counseling

Mike Bruce A – E 412-854-8587

James Knapp S - Z 412-854-8576

Kristen Michaels F – K 412-854-8500

Lorri Smith L - R 412-854-8501

Taylor Connor Social Worker 412-854-8588

Johanna Kall Secretary 412-854-8632

### Activities Office

412-854-8514

Lynne Pieczynski, Secretary

### Library/Media Center

Dr. Paul Novak, Librarian

Ella Pysola, Library Aide

### Attendance Office 412-854-8583

Mark Render, Attendance Coordinator

### Attendance Aides

Nancy Christopher Marlo Lancaster Kelli Nuttridge

### School Nurse

412-854-8550

### Certified School Nurse

Tracy Ford

### Health Services Nurse

Donna Salicce

### Computer Paraprofessionals

Jenni Kutrufis

Jan Sterrett

### Records Office

412-854-8595

Cathy Born, Secretary

### Paraeducators

June Dolan

Marcie Girdano

Mary Jo Hartman

Elaine Litwin

Mary Jane McCall

Teresa Mavrich

Nancy Preston

Deborah Ruffing

Anna Scott

### Science Lab Technician

Leslie DeFranc

# TABLE OF CONTENTS

**ATTENDANCE PROCEDURE**

- Philosophy/Intent..... 5
- Absence from School ..... 5
- Tardy to School/Homeroom ... 8
- Early Release Information .... 10
- Sent Home by Nurse..... 11
- Work Release ..... 11
- Unexcused Absences
- Flowchart..... 12

**GENERAL INFORMATION**

- Appointments ..... 13
- Assemblies ..... 13
- Campus Security..... 13
- Closed Campus..... 13
- Contact Information..... 13
- Court Orders ..... 13
- Debts, Fines, and Obligations.... 13
- Emergency Cards ..... 13
- Emergency Evacuations and  
Fire Drills ..... 14
- Field Trips ..... 14
- Fitness Center..... 14
- Fund Raising ..... 14
- Lockers ..... 14
- Lost and Found..... 14
- Parking Permits ..... 14
- Restrooms..... 15
- School Calendar ..... 15
- Sexting..... 15
- School Property ..... 15
- Telephones ..... 15
- Transfers..... 15
- Video Surveillance ..... 15
- Visitors ..... 15
- Weather Delays ..... 15

**ACADEMICS**

- Educational Classes Outside  
BPHS..... 16
- Grading Practices ..... 16
- Graduation Requirements ..... 17
- Graduation Cords ..... 17
- Homework..... 17
- Physical Education ..... 17
- Reports to Parent/Guardian .. 18
- Schedule Changes..... 18

**STUDENT SERVICES**

- College Application  
Procedure..... 18
- Counseling Services ..... 18
- Health Services..... 18
- Library/Media Center ..... 21
- Scholarships ..... 21
- Student Assistance..... 21
- Testing Information (SAT,  
ACT, PSAT, AP)..... 21
- Work Permits..... 21

**ACTIVITIES AND ATHLETICS  
INFORMATION ..... 22**

**CODE OF STUDENT CONDUCT  
DISCIPLINE CODE**

- Expectations for Student  
Behavior ..... 23
- Discipline Code Levels..... 23
- Detention ..... 24
- Out of School Suspension..... 24
- Expulsion..... 24
- Educational Use of Student  
Owned Technology Devices  
(SOTD) Standards for Use... 24

**LEVELS OF OFFENSES AND  
CONSEQUENCES ..... 25**

**LEVEL I VIOLATIONS..... 26**

- Accessory to a Violation ..... 26
- Attendance..... 26
- Cheating/Plagiarism ..... 27
- Class Cut ..... 27
- Classroom Disturbance..... 27
- Defacing or Misuse of School  
Property ..... 27
- Distribution or Posting of  
Information..... 27
- Dress Code ..... 26
- Driving ..... 28
- Electronic Devices -  
Educational..... 28
- Electronic Devices -  
Entertainment ..... 28
- Failure to Serve Detention.... 28
- Misconduct: Bus, Cafeteria,  
Sporting Events ..... 28
- Offensive/profane behavior  
including language/  
materials/gestures ..... 29
- Possession of Unacceptable  
Items..... 29
- Public Display of Affection .. 29
- Student Owned Technology  
Devices (SOTD)..... 29
- Tardy to Class..... 29
- Tardy to School ..... 29
- Throwing of Objects..... 29
- Unauthorized Areas of  
Building (loitering)..... 30
- Unauthorized eating or drinking  
of candy/food/beverages.... 30
- Unsafe Behavior ..... 30

**LEVEL II VIOLATIONS ..... 30**

- Attendance..... 30
- Communication Devices (Cell  
Phones)..... 30
- Computer Usage and  
Internet Usage ..... 30

- Forgeries..... 31
- Gaming ..... 31
- Harassment/Cyberbullying ... 31
- Hazing ..... 31
- Incendiary Devices ..... 31
- Insubordination..... 31
- Leaving School Grounds ..... 31
- Physical Altercation ..... 32
- Student Owned Technology  
Devices (SOTD)..... 32
- Tardy to School ..... 32
- Theft ..... 32
- Tobacco Products ..... 32
- Trespassing..... 32
- Truancy ..... 32

**LEVEL III VIOLATIONS..... 33**

- Alcohol and Drugs..... 33
- Assault..... 33
- Disorderly Conduct ..... 33
- Extortion, Blackmail,  
Coercion..... 33
- False Fire Alarms ..... 33
- Fires..... 33
- Harassment: Physical or  
Sexual..... 33
- Indecent Exposure ..... 34
- Student Owned Technology  
Devices (SOTD)..... 34
- Threats..... 34
- Vandalism ..... 34
- Weapons ..... 34

- Responsibility Training..... 34
- Student Receipt..... 37
- Internet Use & Electronic Device  
Consent Form..... 38

**ADDENDUM School Board**

- Policies - Pupils ..... 39
- Select Printed Polices begin..... 40
- 103 Nondiscrimination/  
Discriminatory Harassment  
School and Classroom Practices  
and Complaint form
- 103.1 Nondiscrimination – Qualified  
Students with Disabilities and  
Report Form for Complaints of  
Discrimination of Qualified  
Students
- 204 Attendance
- 222 Tobacco/Nicotine
- 247 Hazing and Complaint form
- 249 Bullying/Cyberbullying and  
Complaint form
- 252 Dating Violence Policy
- 808 Food Services
- 815 Internet Acceptable Use
- 815.2 Educational Use of Student  
Owned Technology Devices

# ATTENDANCE PROCEDURE

## **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, including if the student is dismissed by designated district staff during school hours for health-related reasons
- Quarantine
- Death in the immediate family
- Recognized religious holidays and services
- Health-related appointments
- Court appearances
- School-sanctioned absences
- Exceptionally urgent reasons (at the discretion of an administrator)
- Approved tutorial program

The district may limit the number and duration of non school-sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

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

**Unexcused/Illegal Absence:** A student who is currently enrolled in Bethel Park High School and misses school for an unlawful/unexcused 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 will be in violation of the attendance policy and state law. Students will be dropped from school rolls per state law if they accumulate 10 days of consecutive absence from Bethel Park High School without a valid excuse.

**Truancy:** Student is absent from school without parent/guardian permission and/or knowledge. (See School Board Policy – 204 at <https://www.bpsd.org/Downloads/204%20Attendance12.pdf> )

## **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 the person in parental relationship when a student reaches his/her 3<sup>rd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> unexcused absence from Bethel Park School District. This letter will include upcoming consequences should the student continue to be absent. All unexcused absences/tardies will result in a zero (0) for all assignments on that day.
- On the 3<sup>rd</sup> absence, notify the person in parental relationship in writing and by phone within 10 school days to offer a School Attendance Improvement Conference with student, person in parental relationship, appropriate school personnel, and others who may be a resource to outline further consequences. All unexcused absences/tardies will result in a zero (0) for all assignments on that day. An AM/PM detention will be assigned on the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> unexcused absence.
- On the 4<sup>th</sup> absence, the district will hold a School Attendance Improvement Conference with the person in parental relationship to create a School Attendance Improvement Plan.
- Send out a letter to the person in parental relationship when a student reaches his/her 6<sup>th</sup> unexcused absence that includes a warning about loss of privileges. Students under the age of 15 will be referred to CYS (Children and Child Services) or a school-based or community-based Attendance Improvement Program. The District may file a Citation with the District Court. Students that are age 15 and older will be referred to an Attendance Improvement Program OR a Citation will be filed with the District Court. Students will be referred to CYS if additional unexcused absences occur or if the student refuses participation in an Attendance Improvement Program. All unexcused absences/tardies will result in a zero (0) for all assignments on that day. A Saturday detention will be assigned on the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> unexcused absence.
- Send out a letter to the person in parental relationship when a student reaches his/her 10<sup>th</sup> unexcused absence. When a student reaches 10 days of absence, he/she will lose all privileges for 30 calendar days 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 unexcused absences/tardies will result in a zero (0) for all assignments on that day.
- Send out a letter to the person in parental relationship when a student reaches his/her 15<sup>th</sup> unexcused absence. When a student reaches 15 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. All unexcused absences/tardies will result in a zero (0) for all assignments on that day.
- The 15-day letter (both excused and unexcused) will indicate that any further absences must be accompanied by an excuse from a licensed practitioner of the healing arts for each occurrence or he/she will be considered unexcused/illegal for attendance and grading purposes. Excuses will be accepted from a licensed practitioner of the healing arts.
- Bethel Park School District will prosecute, as provided by law, the person in parental relationship of students who are violating the compulsory attendance laws of the state of Pennsylvania. All students will be referred to the District Judge.

For additional clarification, please visit the Unexcused Absences Flow Chart included in this section.

**Extended Absence:** During extended illness or hospitalization beyond 3 days, the person in parental relationship should request homework assignments by contacting a high school secretary. Work can be requested on the 2<sup>nd</sup> day of the student absence to be picked up on the 3<sup>rd</sup> 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. The person in parental relationship should use the request form available in the attendance office, the high school office, or on the website. The person in parental relationship 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:** All unexcused absences/tardies will result in a zero (0) for all assignments on that day. 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/Extra Curricular 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. A full day of school is defined as arriving before 9:00 am and leaving after 1:00 pm.** 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. Tardy is defined as arriving after homeroom begins.

**Excused Tardy:** Any enrolled student who is tardy to school for a legal reason as provided by state law and produces a legal excuse upon arrival to the Attendance Office, will be considered excused. Retroactive excuses submitted after the 3 day period will not be accepted according to Pennsylvania attendance laws. Below is a list of excused tardies:

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



The standardized student attendance excuse form is available on the BPSD website for the person in parental relationship to print.

**Unexcused/Illegal Tardy:** A student who is currently enrolled in Bethel Park High School and is tardy for an unlawful/unexcused reason and/or fails to provide an appropriate excuse to his/her homeroom teacher within 3 school days from the tardy will be in violation of the attendance policy and/or state law.

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

- Send out a letter to the person in parental relationship when a student reaches his/her 3<sup>rd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> unexcused tardies from Bethel Park High School. This letter will include upcoming consequences should the student continue to be tardy. All assignments/exams missed will result in a zero (0) for all periods missed that day.
- Send out a letter to the person in parental relationship when a student reaches his/her 3<sup>rd</sup> unexcused tardy outlining further consequences. All assignments/exams missed will result in a zero (0) for all periods missed that day. The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> unexcused tardy is a Level I violation.
- Send out a letter to the person in parental relationship when a student reaches his/her 6<sup>th</sup> unexcused tardy that includes a warning about loss of privileges. All assignments/exams missed will result in a zero (0) for all periods missed that day. The 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> unexcused tardy is a Level II violation.
- Send out a letter to the person in parental relationship when a student reaches his/her 10<sup>th</sup> unexcused tardies. When a student reaches 10 tardies he/she will lose all privileges for 30 calendar days 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 unexcused absences/tardies will result in a zero (0) for all assignments/exams on that day. The infraction is a Level II violation.
- Send out a letter to the person in parental relationship when a student reaches his/her 15<sup>th</sup> unexcused tardy. When a student reaches 15 tardies 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. All unexcused absences/tardies will result in a zero (0) for all assignments/exams on that day. The infraction is a Level II violation.
- The 15-day letter (both excused and unexcused) will indicate that any further tardies must be accompanied by an excuse from a licensed practitioner of the healing arts for each occurrence or he/she will be considered unexcused/illegal for attendance and grading purposes. Excuses will be accepted from a a licensed practitioner of the healing arts.
- Bethel Park School District will prosecute, as provided by law, the person in parental relationship of students who are violating the compulsory attendance laws of the state of Pennsylvania. All students will be referred to the District Judge.

**Academic Consequences:** All unexcused absences/tardies will result in a zero (0) for all assignments/exams on that day. 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/Extra Curricular 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. A full day of school is defined as arriving before 9:00 am and leaving after 1:00 pm.** Exceptions to this rule include pre-approved college visits, funerals, medical appointments, and other special circumstances approved in advance by the Principal.” Students will receive a “0” for academic work in any classes missed as a result of an unexcused tardy.

- The 1<sup>st</sup> through 3<sup>rd</sup> tardy will be excused via the person in parental relationship’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 licensed practitioner of the healing arts for his/her tardiness, it will not count against the tardy total.
- All tardiness from the 4<sup>th</sup> occurrence on will be listed as unexcused unless the student can produce an excuse from a licensed practitioner of the healing arts for the tardy at the time the student checks in.

### **Early Release Information**

---

- Early releases from school will be granted for verifiable reasons which are the same as for excused absences. The person in parental relationship is encouraged to schedule student medical appointments after school hours. Students will be issued an early release under the following circumstances:
- The 1<sup>st</sup> through 3<sup>rd</sup> early release will be excused via the person in parental relationship’s note describing the reason for the early release.
- Upon a student’s return to school from a medical appointment, an excuse from a licensed practitioner of the healing arts may be submitted. If submitted, the early release will not count against early release totals.
- All early releases from the 4<sup>th</sup> occurrence on will be listed as unexcused unless the student can produce an excuse from a licensed practitioner of the healing arts for the early release either when requesting the early release or upon the student’s return to school.
- A valid early release excuse from the person in parental relationship 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 person in parental relationship in order to release the student.
- In extreme emergency situations, the person in parental relationship 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 excuse from a licensed practitioner of the healing arts. 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**

---

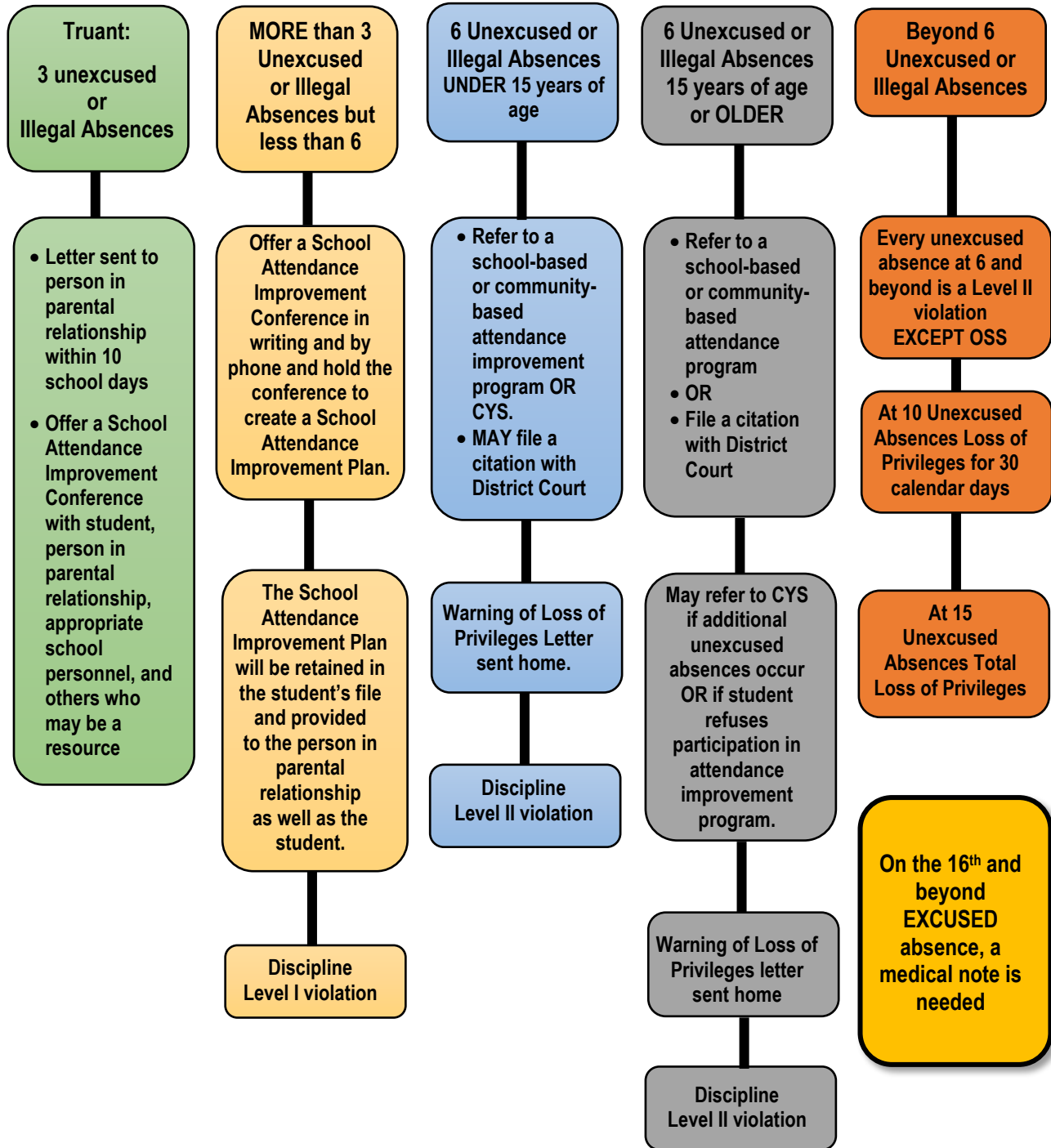
If a student becomes ill, the person in parental relationship will be contacted by the school nurse, building principal or designee so that arrangements can be made to have the student taken home. Students sent home by the nurse are not permitted to return to school for the remainder of the day, thus a student will not be able to participate in extracurricular activities without a note from a licensed practitioner of the healing arts. From the 4<sup>th</sup> occurrence on, a student who is sent home by the nurse will be listed as unexcused unless the student can produce an excuse from a licensed practitioner of the healing arts upon returning to school. In the event a student is sent home by the nurse after the 15<sup>th</sup> day of absence, the student will be required to submit an excuse from a licensed practitioner of the healing arts to the nurse upon returning to school.

### **Work Release**

---

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 the person in parental relationship's 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.

## Unexcused Absences Flowchart for Grades 7 – 12



## GENERAL INFORMATION

### 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. **All students must enter and exit using the front door only during the school day.**

### Contact Information

---

Due to safety and emergency contact purposes, change of address, telephone numbers, or email addresses must be reported to the Records Office, 412-854-8595 within one week of the change.

### Court Orders

---

All court orders and protection from abuse must be submitted to the Records Office within one week of issuance in order to be followed.

### 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, cafeteria payment obligations, 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**

---

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.** All decisions are based on administrative discretion. Please refer to the Attendance Policy for more details.

## **Fitness Center**

---

Students must be with an authorized adult at all times when using the Fitness Center.

## **Fund Raising**

---

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

## **Lockers**

---

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 Bethel Park Police 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**

---

Students who find lost articles are asked to take them to the high school office or activities 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**

---

**All students driving to school must obtain an approved parking permit.** Driving to school in an unauthorized vehicle will result in discipline.

Parking passes will be revoked for the following reasons:

- Accumulating 11 or more tardies to Homeroom - revoked one month
- Accumulating 20 absences to school - revoked completely with no refund of permit costs
- Leaving school without permission. Students must have prior authorization from school personnel only. See Attendance Procedure - 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 (i.e. 4 Level II violations)
- Administrative discretion

---

**Restrooms**

---

Restrooms for student use are located on each floor and in the Athletic areas. Only one student is permitted in a bathroom stall at one time. Two or more students in a stall will result in discipline.

---

**Sexting**

---

Sexting is defined as the name for the act of sending, receiving, or forwarding to others naked, semi-naked, or sexual activities via cell phones. Such misuse of an electronic device, during school hours or proving to show a nexus to the school day, that clearly disrupts the integrity and proper functioning of the school environment, will result in a serious discipline infraction that would warrant disciplinary action and contact to the local law enforcement agency.

---

**School Calendar**

---

The current school calendar can be found on the District website at [www.bpsd.org](http://www.bpsd.org). Click on the link near the bottom of the home page for the school calendar for the current year. Dates are subject to change throughout the year, but the current calendar as approved by the School Board can be found on this site.

---

**School Property**

---

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**

---

Students who do not have a cell phone may go to the High School Office to use the office phone.

---

**Transfers**

---

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.

---

**Video Surveillance**

---

All main halls of the building, parking lots, stadium, fields, and school buses are subject to video surveillance during the school day. Additional video surveillance occurs after school hours.

---

**Visitors**

---

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**

---

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 School Messenger 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) ).

## ACADEMICS

### **Educational Classes Outside BPHS**

---

Bethel Park High School students have the opportunity to enroll in classes at Steel Center Vocational/Technical School, Western Area Career & Technology Center, CCAC and Penn State Dual Enrollment, Bethel Park Alternative School, Project Succeed, 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 the head principal. 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 with outside programs. If a student is out of school suspended at Bethel Park High School, he/she may not attend outside classes; if a student is suspended from classes outside of Bethel Park High School, he/she may not attend classes at Bethel Park High School.
- Students that attend ½ day at Bethel and ½ day at an outside program must attend both or it will be considered ½ day truant or ½ day illegal/unexcused absence.

### **Steel Center Vocational Technical School Program Overview**

---

Students who attend Steel Center can gain a labor market advantage through active learning that meets the expectations of 21<sup>st</sup> century employers and colleges. Each program will guide students through rigorous career oriented practical activities reinforced through core academic instruction. Students' employability will be further promoted by their opportunity to gain industry standard certifications required by local employers. Students also have opportunities to join career and technical student organizations (CTSOs), where they will learn leadership and citizenship principles. For more information about the opportunities offered at Steel Center, please visit the school's website at <https://www.steelcentertech.com/>

### **Grading Practices**

---

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 Regular Electives (R)	Honors Courses (H)	Advanced 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
D	=	69	-	60	=	1	1.5	2
F	=	59	-		=	0	0.0	0

**Graduation Requirements**

The specific requirements for graduation are included in the Course Selection Guide (found on the High School website at [https://www.bpsd.org/bethelparkhighschool\\_home.aspx](https://www.bpsd.org/bethelparkhighschool_home.aspx) ) and are subject to change due to state regulations. Students should get and retain a copy of the booklet to use as a guide in planning each year's schedule.

A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards, and fulfillment of state mandated requirements, and evidence of attainment of proficiency on the state test (ex. Keystone Test). If the above criteria are not met, a student must show evidence of competency through meeting the Keystone Pathways (Class of 2022 and beyond), a Project Based Assessment or a portfolio review. Beginning in 2017, the results of the Keystone/State Assessment will be recorded on the student transcript.

**Graduation Cords**

Gold Cord	Highest Honors (Based on QPA of higher than a 4.00)
Silver Cord	High Honors (Based on QPA of 3.75 to 4.00)
Red Cord	Honors (Based on QPA of 3.50 to 3.749)
Military Cord	Those entering Military Programs/Service
Lt. Blue Stole	National Honor Society Membership

**Homework**

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**

- 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**

---

- Report cards: Formal reports of scholastic attainment are posted online at the end of each nine weeks four (4) times a year. You can access student grades via Eschool plus Home Access Center at <https://bpk-hac.eschoolplus.powerschool.com/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess>
- Progress notices: Faculty members are required to update the online grade reporting system every 2 weeks.

### **Schedule Changes**

---

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**

---

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

### **Counseling Services**

---

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 Procedure)

### **Health Services/School Nurse**

---

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 may service multiple schools. When the Certified School Nurse is not in your child's school, the Health Services Nurse, 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 EXAMINATION**

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, 6<sup>th</sup>, and 11<sup>th</sup> grades
- Dental Examinations – Original entry to school, 3<sup>rd</sup>, and 7<sup>th</sup> grades.
- Scoliosis Screenings –6<sup>th</sup> and 7<sup>th</sup> 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 - first grade and on entrance to school, if not done previously
- Hearing Screening - Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup> and 11<sup>th</sup> grades
- Scoliosis Screening – 6<sup>th</sup> and 7<sup>th</sup> grade

Failure to return state mandated examination reports, including completed screening referral forms, may result in activity restriction or other school consequences. Forms may be obtained at <http://www.bpsd.org/MedicalForms.aspx>

## 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
*Fifths 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)		

## IMMUNIZATION

If written physician documentation of required immunization is not received by the FIRST Day of school, the school district is required to exclude the student from participation in school, unless a medical, religious or ethical exemption is sought.

The school vaccination requirements for all school children in Pennsylvania can be found on the web at <https://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf>

## EMERGENCY SHEET

The information provided on the emergency sheet is needed in order to quickly contact you, or someone you designate, when a serious illness or injury happens. With the exception of BPHS and

Independence Middle School, a sheet is completed for the Health Office, and a card is completed for the principal's office. It is vital that the emergency information is completed for use in both of these offices and updated throughout the year. Please return the information as soon as possible. You can download copies of the forms at <http://www.bpsd.org/MedicalForms.aspx>

### *MEDICATION AT SCHOOL*

Should your child 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 administer the 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/guardian
- A copy of the medication form can be found at <http://www.bpsd.org/Downloads/medication%20form%20update%202013.pdf>
- 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/guardian is on file with the nurse stating that the student may carry and self-administer the inhaler. Please see the Asthma Policy at <https://www.bpsd.org/Downloads/210%201%20Possession-Administration%20of%20Asthma%20Inhalers-Epinephrine%20Auto-Injectors2.pdf>

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

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.

The Bethel Park School District's Physician issued a standing order that Health Office personnel may administer up to three doses of ibuprofen, acetaminophen, Benadryl and antacids and unlimited cough drops, according to package directions, with parent/guardian permission. This permission may be given on the bottom of the Emergency Sheet.

### *ILLNESS AND INJURIES*

If a student is ill or injured, out of school, and is seen at an Emergency Room or by a physician, please have the Medical Physician furnish a note for the school nurse regarding diagnosis and any academic or physical adaptation that may be necessary in school.

## Library/Media Center

---

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

---

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

---

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)

---

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 Test Date

Wednesday, October 14, 2020

### NATIONAL SAT Test Dates (register at [www.collegeboard.com](http://www.collegeboard.com))

August 29, 2020	March 13, 2021 ( <i>No subject test</i> )
October 3, 2020	May 8, 2021
November 7, 2020	June 5, 2021
December 5, 2020	

### Advanced Placement (AP)

#### Examinations Dates

(Monday through Friday)  
May 3 - 7 and 10 - 14, 2021

### ACT Assessment Tests (register at [www.actstudent.org](http://www.actstudent.org))

September 12, 2020	February 6, 2021 ( <i>Not at BPHS</i> )
October 24, 2020	April 17, 2021
December 12, 2020	June 12, 2021 ( <i>Not at BPHS</i> )
	July 17, 2021

## Work Permits

---

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.
- **Students must attend a full day of school in order to practice or participate in any sport or activity for that day.** A full day of school is defined as arriving before 9:00 am and leaving after 1:00 pm.
- 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 is listed in the Activities Handbook available in the Activities Office.

### **Athletics Information**

---

A complete listing of all Athletic activities is listed in the Athletic Handbook available in the Athletic Office and on the web page at <http://www.bpsd.org/Downloads/overview.pdf>

# CODE OF STUDENT CONDUCT

## DISCIPLINE CODE

**Infractions relating to violation of School Board Attendance Policy 204 will be dealt with per the Attendance Procedures section of this handbook. For all other discipline, please see below.**

### 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** (*Links for all School Board Policies – Pupils can be found in the Addendum of this handbook OR these can be found on the Bethel Park School District website at <https://www.bpsd.org/policies.aspx> )*

103	Nondiscrimination/Discriminatory Harassment – School and Classroom Practices
103 Attachment	Report Form for Complaints of Nondiscrimination/Discriminatory Harassment
204	Attendance
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
220	Student Expression/Distribution and Posting of Materials
221	Dress and Grooming
222	Tobacco/Nicotine
223	Use of Bicycles and Motor Vehicles
224	Care of School Property

225	Relations with Law Enforcement Agencies
226	Searches
226.1	Canine Searches
227	Controlled Substances/Paraphernalia
233	Suspension/Expulsion
235	Student Rights and Responsibilities
237	Electronic Devices
247	Hazing
249	Bullying/Cyberbullying
252	Dating Violence
815	Internet Acceptable Use
815.2	Educational Use of Student Owned Technology Devices

### 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. 2701 and 2706)
Tobacco (18 PA C.S. Sec. 6306; 35 PS 1223.5)
Vandalism (18 PA C.S. Sec. 3307)
Wiretapping and Electronic Surveillance Control Act (18 PA C.S. Sec. 5701)
Weapons (18 PA C.S. Sec. 912)



## **Detention**

---

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 is held from 6:10 am. - 7:10 am.
- P.M. detention is held from 2:45 pm. - 4:15 pm.
- Saturday detention is held from 8 am. - 10 am (2 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**

---

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.

## **Educational Use of Student Owned Technology Devices (SOTD) - Standards for Use**

---

SOTD's, which are for instructional or educational purposes, may be used in classes with the teacher's prior permission. Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, specifically authorized by a classroom teacher with the approval from the building administration.

Students bringing SOTD's are required, during the instructional day, to access the internet via the district's content-filtered Wireless Network. (*See School Board Policy 815.2 Educational Use of Student Owned Technology Devices at <https://www.bpsd.org/Downloads/815%20%20Educational%20Use%20of%20Student-Owned%20Technology%20Devices2.pdf>* )



## **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 withdrawal of privileges
- 3 violations of the SOTD policy results in a loss of privilege for one month and further violations resulting in loss of privileges for the school year

### **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/guardian 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
- 2<sup>nd</sup> - Saturday detention(s); parent/guardian conference requested; warning on loss of privileges
- 3<sup>rd</sup> - 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

- 4<sup>th</sup> - 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
- 5<sup>th</sup> - OSS; Parent/guardian conference
- 6<sup>th</sup> - OSS; Possible Alternative Education placement; possible superintendent hearing; loss of commencement privileges
- Loss of SOTD privileges for a minimum of one month, with a maximum loss of privileges for the remainder of the school year for an SOTD violation

### **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, parking, field trips
- Referral to BP magistrate
- Referral to BP police
- Referral to Superintendent and/or School Board for Alternative Education and/or expulsion
- Loss of SOTD privileges for 1 year

## **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.”

### **Attendance**

---

Beginning with the 2017-2018 school year the State of Pennsylvania, Department of Education considers excess attendance violations as a disciplinary event. The specific discipline depends on the number of illegal absences accumulated during the year. Please refer to the Attendance Procedure section of this Handbook.

## **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. 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, wheely 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**

---

Driving to school is a privilege, not a right. Parking passes will be revoked for infractions. Students may not park in lots at Purkey Field, IMS, or Spencer Family YMCA. 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**

---

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**

---

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**

---

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. The safety of students being transported to school is a priority. For disciplinary

and security purposes, School Board Policy 810.2 authorizes the use of video and audio recording equipment on district school buses and school vehicles. To review the specific language of the full policy, please see the policy 810.2 Transportation – Video/Audio Recording at <https://www.bpsd.org/Downloads/810%20%20Transportation-Video-Audio%20Recording2.pdf>

- 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.

---

### **Student Owned Technology Devices (SOTD)**

---

(See School Board Policy 815.2 Educational Use of Student Owned Technology Devices at <https://www.bpsd.org/Downloads/815%20%20Educational%20Use%20of%20Student-Owned%20Technology%20Devices2.pdf> )

- Any violation of bypassing the WI-FI network to use the device’s carrier signal
- Any other violation of this policy immediately defers to a Level II or Level III.

---

### **Tardy to School**

---

The specific discipline depends on the number of illegal tardies accumulated during the year. Please refer to the Attendance Procedure section of this Handbook.

---

### **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.
- 1<sup>st</sup> and 2<sup>nd</sup> 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.
- Upon the 3<sup>rd</sup> unexcused tardy, the student will be referred to the principal.
- Subsequent tardies will result in 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 Policy 246 School Wellness at [https://www.bpsd.org/Downloads/246%20School%20Wellness%20\(1\).pdf](https://www.bpsd.org/Downloads/246%20School%20Wellness%20(1).pdf) 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

---

**Attendance**

---

Beginning with the 2017-2018 school year the State of Pennsylvania, Department of Education considers excess attendance violations as a disciplinary event. The specific discipline depends on the number of illegal absences accumulated during the year. Please refer to the Attendance Procedure section of this Handbook.

---

**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 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 815 Internet Acceptable Use at <https://www.bpsd.org/Downloads/815%20Internet%20Acceptable%20Use4.pdf> )*

Computer lab and network 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.

In addition, 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**

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/Cyberbullying**

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 School Board policy. Behavior modification measures may also be taken. Additionally, students who witness harassment or bullying are required to report it. See School Board Policy 249 Bullying/Cyberbullying at <https://www.bpsd.org/Downloads/249%20Bullying-Cyberbullying2.pdf>

---

### **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 use of initiation or membership is prohibited. See School Board Policy 247 Hazing at <https://www.bpsd.org/Downloads/247%20Hazing5.pdf>

---

### **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.

## **Student Owned Technology Devices (SOTD)**

---

(See School Board Policy 815.2 Educational Use of Student Owned Technology Devices at <https://www.bpsd.org/Downloads/815%202%20Educational%20Use%20of%20Student-Owned%20Technology%20Devices2.pdf> )

- Any use of an SOTD to deliver or show inappropriate content will be treated as a Level II violation, but with the ability of the administrator to discipline at a Level III if the content warrants such.
- Any use of an SOTD during a class or instructional environment without prior permission from the instructor or administrator.
- Any SOTD used for the purpose of copying, plagiarism, cheating on educational material, harassment, or bullying.

## **Tardy to School**

---

The specific discipline depends on the number of illegal tardies accumulated during the year. Please refer to the Attendance Procedure section of this Handbook.

## **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 III discipline and possible notification of civil authorities.

## **Tobacco Products**

---

Students' possession or use of tobacco products, including but not limited to, smokeless tobacco, electronic cigarettes, and vape products, 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 Tobacco/Nicotine at <https://www.bpsd.org/Downloads/222%20Tobacco-Nicotine2.pdf>

## **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 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:** 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."



## LEVEL III 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 School Board Policy 227 at <https://www.bpsd.org/Downloads/227%20Controlled%20Substances-Paraphernalia4.pdf> .

### **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 III violation. See definitions under Level II violations. See School Board Policy 249 Bullying/Cyberbullying at <https://www.bpsd.org/Downloads/249%20Bullying-Cyberbullying2.pdf>

### **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.

## **Student Owned Technology Devices (SOTD)**

---

(See School Board Policy 815.2 Educational Use of Student Owned Technology Devices at <https://www.bpsd.org/Downloads/815%20%20Educational%20Use%20of%20Student-Owned%20Technology%20Devices2.pdf> )

- Any use of an SOTD to audio/video record or photograph any person on school property without teacher or administrator permission. Depending on the severity of the action, criminal charges may be imposed.
- Any use of an SOTD that results in physical and/or sexual harassment.

## **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 Terroristic Threats Act at <https://www.bpsd.org/Downloads/218%20%20Terroristic%20Threats5.pdf>

## **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.

## **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. See School Board Policy 218.1 Weapons at <https://www.bpsd.org/Downloads/218%201%20Weapons5.pdf>

# **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 reviewed the Bethel Park High School

Discipline/Attendance Code of Conduct for the 2020-2021 school year on \_\_\_\_\_.

\_\_\_\_\_  
Print and sign Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher Name and HR number

Homeroom Teacher: Please collect this student receipt  
in homeroom and return by September 2, 2020.

**Bethel Park School District**  
**INTERNET USE & ELECTRONIC DEVICE CONSENT FORM**

*Please print:*

First Name:		Last Name:	
Grade:	Team:	Homeroom:	ID#:

The use of the internet, computers, and electronic devices in the Bethel Park School District is a privilege, not a right. By signing below students are permitted to use the internet for educational purposes related to school assigned topics and are expected to exercise responsible behavior when using equipment and conducting research. In addition, students will be allowed to use their personal electronic devices for educational purposes during class or at the discretion of the teacher.

***Engaging in the following activities will result in disciplinary action.***

- Using Student Owned Technology Device (SOTD) during a class or instructional environment without prior permission from instructor or administrator
- Playing unauthorized games
- Accessing social media sites
- Delivering or showing inappropriate content
- Sharing of student accounts
- Downloading or uploading of programs
- Audio/video recording or photographing of any person on school property without teacher or administrator permission ***(depending upon the severity of the action, criminal charges may be imposed)***
- Blogging *(not related to school projects)*
- Vandalizing school computers or electronic devices
- Use of SOTD applies on school busses – driver must authorize

***Additionally, I fully understand that violation of any of the following will lead to revocation of SOTD privileges:***

- The SOTD will be used only for legitimate educational purposes.
- The student must use the District’s WI-FI network. Under no circumstances may a student by-pass the network to use the device’s carrier.
- The SOTD is never to be utilized for purposes of copying, plagiarism, or cheating.
- The student understands that sharing personal information via the internet (at home or at school) can lead to dangerous situations.
- Harassment and bullying in any form is strictly forbidden and may lead to loss of SOTD privileges, as well as discipline or possible criminal charges.
- Students choosing to bring SOTDs into the district surrender the right to keep private any content on the SOTD.

By agreeing to policy 815.2, I am allowing my child to bring their electronic device to school under the provisions set forth in this policy. If not in agreement, ***student will not be permitted to*** bring the device on school property.

**Locations for permitted use** – SOTDs may be used in the cafeteria, courtyard, main lobby, hallways as long as the device is accompanied by the use of headphones; all instructional settings when authorized by school personnel and any school sponsored activity when supervised by school-district employees.

**Unauthorized locations/times** – SOTDs are not to be used during any emergency drills, any instructional setting without permission, during assemblies, and during detention.

I have read, agree to abide by, and understand the consequences as stated in the Internet Acceptable Use Policy #815, Educational Use of Student Owned Technology Devices Policy #815.2, and the Care of School Property Policy #224.

**\*\*\*\*\* Students are solely responsible for the SOTD. Bethel Park School District does not accept responsibility for loss, damage or theft of any educational device brought to school by a student. \*\*\*\*\***

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**You MUST return this signed form to your homeroom teacher in order to use the Internet, computers or electronic devices within Bethel Park School District.**

## ADDENDUM – SCHOOL BOARD POLICIES PUPILS

*All School Board Policies can be accessed at <https://www.bpsd.org/policies.aspx> or by clicking on the links below.  
Some specific policies are reprinted on the pages following this list as indicated by an \**

<p>200 Enrollment in District</p> <p>201 Admission of Students</p> <p>202 Eligibility of Non-Resident Students</p> <p>203 Communicable Diseases and Immunization</p> <p>203.1 HIV Infection</p> <p>204* Attendance</p> <p>205 Post Graduate Students</p> <p>206 Assignment Within District</p> <p>207 Confidential Communications of Students</p> <p>208 Withdrawal from School</p> <p>209 Health Examinations/Screenings</p> <p>209.1 Food Allergy Management</p> <p>209.11 Head Lice</p> <p>209.12 Severe Allergic Reactions</p> <p>209.2 Diabetes Management</p> <p>210 Use of Medications</p> <p style="padding-left: 40px;">Attachment Administrative Guidelines Use of Medications for Approved District Field Trips</p> <p style="padding-left: 40px;">Attachment Administrative Guidelines Use of Diastat in a School Setting</p> <p>210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors</p> <p>211 Student Accident Insurance</p> <p>212 Reporting Student Progress</p> <p>213 Assessment of Student Progress</p> <p>214 Grade Point Average/Class Rank</p> <p>215 Promotion and Retention</p> <p>216 Student Records</p> <p style="padding-left: 40px;">Attachment Student Records Management</p> <p>216.1 Supplemental Discipline Records</p> <p>217 Graduation Requirements</p> <p style="padding-left: 40px;">Attachment - World War II, Korean War and Vietnam War Veteran’s Diploma</p> <p>218 Student Discipline</p> <p>218.1 Weapons</p> <p>218.2 Terroristic Threats/Acts</p> <p>219 Student Complaint Process</p> <p>220 Student Expression/Distribution and Posting of Materials</p> <p>221 Dress and Grooming</p>	<p>222* Tobacco/Nicotine</p> <p>223 Use of Bicycles and Motor Vehicles</p> <p>224 Care of School Property</p> <p>225 Relations with Law Enforcement Agencies</p> <p>226 Searches</p> <p>226.1 Canine Searches</p> <p>227 Controlled Substances/Paraphernalia</p> <p>228 Student Government</p> <p>229 Student Fundraising</p> <p>230 Public Performances by Students</p> <p>231 Social Events and Class Trips</p> <p>232 Student Involvement in Decision-Making</p> <p>233 Suspension and Expulsion</p> <p>234 Pregnant Students</p> <p>235 Student Rights and Responsibilities</p> <p>235.1 Surveys</p> <p>236 Student Assistance Program</p> <p>237 Electronic Devices</p> <p>238 Parent of Record</p> <p>239 Foreign Exchange Students</p> <p>240 Student Recognition/Awards</p> <p>241 Field Trips</p> <p style="padding-left: 40px;">Attachment - Requirements for Field Trip Absences</p> <p style="padding-left: 40px;">Attachment - Student Emergency Information Form</p> <p>241.1 Overnight Trips</p> <p>242.1 Student Expenses for Conferences/Conventions</p> <p>242.2 Student Activity Fees</p> <p>246 School Wellness</p> <p>247* Hazing</p> <p style="padding-left: 40px;">Attachment - Report Form For Complaints Of Hazing</p> <p>249* Bullying/Cyberbullying</p> <p style="padding-left: 40px;">Attachment - Report Form For Complaints Of Bullying/Cyberbullying</p> <p>250 Student Recruitment</p> <p>251 Homeless Students</p> <p>252* Dating Violence</p> <p>255 Educational Stability for Children in Foster Care</p>
---	--

# BETHEL PARK SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

ADOPTED: JUNE 27, 2007

REVISED: FEBRUARY 26, 2019

<p>1. Authority          Title 22          Sec. 4.4, 12.1, 12.4, 15.1 et seq          SC 1301-A, 1310          1601-C et seq,          5004          20 U.S.C.          Sec. 1681          29 U.S.C.          Sec. 794          Title VI          42 U.S.C.          Sec. 12101 et seq          42 U.S.C.          Sec. 1981          42 U.S.C.          Sec. 2000d et seq          43 P.S.          Sec. 951 et seq          Pol. 103.1, 218, 247, 249          Title IX</p>	<p>103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – SCHOOL AND CLASSROOM PRACTICES</p> <p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p>The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.</p> <p>The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities.</p>
---	--



103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that

29 CFR  
Sec. 1604.11,  
1606.8

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

	<p>may be harmful or humiliating or interfere with a person’s school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:</p> <ol style="list-style-type: none"> <li>1. Sufficiently severe, persistent or pervasive; and</li> <li>2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.</li> </ol> <p><u>Sexual Harassment</u></p> <p>Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or</li> <li>2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or</li> <li>3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or</li> <li>4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant’s position would find that it unreasonably interferes with the complainant’s performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant’s access to or participation in school or school-related programs.</li> </ol> <p>Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.</p>
<p>2. Delegation of Responsibility</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or</p>

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

designee as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

<p>3. Guidelines</p>	<ol style="list-style-type: none"> <li>1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.</li> <li>2. Inform the student or third party about this policy including to an investigation of both oral and written complaints of discrimination.</li> <li>3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians of the complainant that the complainant may be accompanied by a parent/ guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim’s participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for complaint with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.</li> <li>4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.</li> <li>5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim’s participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district’s legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.</li> <li>6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.</li> </ol> <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to</p>
----------------------	---

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

<p>Pol. 806</p>	<p>immediately report the matter to the building principal.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.</p> <p>Step 2 – Investigation</p> <p>The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.</p> <p>The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.</p> <p>The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing</p>
-----------------	---

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

<p>18 Pa. C.S.A. Sec 2709 Pol. 806, 815</p> <p>20 U.S.C. Sec 1232g 34 CFR Part 99 Pol. 216</p>	<p>statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.</p> <p>If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.</p> <p>Step 3 – Investigative Report</p> <p>The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.</p> <p>The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.</p>
--	---

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

References:

School Code – 24 P.S. Sec. 1310, 1601-C et seq

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 15.1 et seq.

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL AND CLASSROOM PRACTICES

	<p>Unfair Educational Practices – 24 P.S. Sec. 5004</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6321</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Family Educational Rights and Privacy Act, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>42 U.S.C. Sec. 2000d et seq. (Title VI)</p> <p>Federal Anti-Discrimination and Civil Rights Regulations – 28 CFR Part 35, Part 41 34 CFR Part 100, Part 104, Part 106, Part 110</p> <p>Crimes and Offenses, Title 18, Harassment, Section 2709</p> <p>Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX) 42 U.S.C. Sec. 1981 et seq.</p> <p>Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Parts 1600-1691</p> <p>Board Policy 103.1, 113, 122, 123, 138, 216, 218, 247, 249, 701, 806, 815</p>
--	---





# BETHEL PARK SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION –  
QUALIFIED STUDENTS WITH  
DISABILITIES

ADOPTED: AUGUST 27, 2013

REVISED: FEBRUARY 26, 2019

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

- 1. Authority
- Title 22
- Sec. 4.4, 12.1,  
12.4,  
15.1 et seq
- 29 U.S.C.
- Sec. 794
- 42 U.S.C.
- Sec. 12101 et seq
- 28 CFR
- Part 35, 36
- 34 CFR
- Part 104
- Pol. 103

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

### Confidentiality

Confidentiality of all parties witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district’s legal and investigative obligations.

### Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>2. Definitions Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>	<p>Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities.</p>
<p>Title 22 Sec. 15.1 et seq 34 CFR Part 104</p>	<p>Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.</p>
<p>Title 22 Sec. 15.7</p>	<p>Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities.</p>
<p>Pol. 103</p>	<p>Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities.</p>
<p>3. Delegation of Responsibility 34 CFR Sec. 104.7</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Superintendent or his/her designee as the district’s Section 504 Coordinator.</p>
	<p>In addition, each school within the district shall have a Section 504 building administrator.</p>
<p>Title 22 Sec. 15.4 34 CFR Sec. 104.32</p>	<p>The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district’s website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district’s responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.</p>
<p>4. Guidelines  34 CFR Sec. 104.32 Pol. 113</p>	<p><u>Identification And Evaluation</u></p> <p>The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district’s IDEA child find efforts, in order to not duplicate efforts.</p>
<p>Title 22</p>	<p>If a parent/guardian or the district has reason to believe that a student should be</p>

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>Sec. 15.5, 15.6 34 CFR Sec. 104.35</p>	<p>identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.</p>
<p>34 CFR Sec. 104.35</p>	<p>The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.</p>
<p>34 CFR Sec. 104.35</p>	<p>The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.</p> <p>The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:</p> <ol style="list-style-type: none"> <li>1. Have been validated and are administered by trained personnel.</li> <li>2. Are tailored to assess educational need and are not based solely on IQ scores.</li> <li>3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student’s impaired sensory, manual or speaking skills (except where those skills are what is being measured).</li> </ol>
	<p><u>Service Agreement</u></p>
<p>Title 22 Sec. 15.7</p>	<p>If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.</p>
<p>Title 22 Sec. 15.7</p>	<p>The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.</p>
<p>Title 22 Sec. 15.5</p>	<p>The district shall not modify or terminate a student’s current Service Agreement without the parent’s/guardian’s written consent.</p>
	<p><u>Educational Programs/Nonacademic Services/Extracurricular Activities</u></p>
<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34</p>	<p>The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student’s home.</p>
<p>Title 22</p>	<p>The district shall not discriminate against any qualified student with a disability in its</p>

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>Sec. 15.3 34 CFR Sec. 104.34, 104.37 Pol. 112, 122, 123, 810</p>	<p>provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.</p> <p><u>Parental Involvement</u></p>
<p>Title 22 Sec. 15.6, 15.7, 15.8 34 CFR Sec. 104.35</p>	<p>Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.</p> <p><u>Confidentiality Of Student Records</u></p>
<p>Title 22 Sec. 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99 Pol. 216</p>	<p>All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.</p> <p><u>Discipline</u></p>
<p>Pol. 218, 233</p>	<p>When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.</p> <p><u>Referral To Law Enforcement And Reporting Requirements</u></p>
<p>SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102</p>	<p>For reporting purposes, the term <b>incident</b> shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p>
<p>SC 1302.1-A Title 22 Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 15.2, 15.3, 15.7, 15.9 Pol. 113.2, 218, 218.1, 218.2, 222, 227, 805.1</p>	<p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.</p>

103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>Title 22 Sec. 10.22, 15.1 Pol. 103, 805.1</p>	<p>In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.</p>
<p>Title 22 Sec. 10.23, 15.7</p>	<p>For a qualified student with a disability who does not have a Behavior Support Plan as part of the student’s Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student’s parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student’s behavior.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p>
<p>PROCEDURAL SAFEGUARDS</p>	
<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p>	<p>The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.</p>
<p>Title 22 Sec. 15.6</p>	<p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p> <p><u>Parental Request For Assistance</u></p>
<p>Title 22 Sec. 15.8</p>	<p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p> <ol style="list-style-type: none"> <li>1. The district is not providing the related aids, services and accommodations specified in the student’s Service Agreement.</li> <li>2. The district has failed to comply with the procedures and state regulations.</li> </ol>
<p>Title 22 Sec. 15.8</p>	<p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.</p>

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>Title 22 Sec. 15.8</p>	<p><u>Informal Conference</u></p> <p>At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student’s need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p>
<p>Title 22 Sec. 14.162, 15.8</p>	<p><u>Formal Due Process Hearing</u></p> <p>If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p>
<p>Title 22 Sec. 15.8</p>	<p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p>
<p><b>COMPLAINT PROCEDURE</b></p>	
<p>Pol. 103</p>	<p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p>Step 1 – Reporting</p> <p>A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.</p>
<p>Pol. 806</p>	<p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.</p> <p>If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district’s Section 504 Coordinator.</p> <p>The complainant or reporting employee may be encouraged to use the district’s</p>

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>Title 18 Sec. 2709 Pol. 103, 806, 815</p>	<p>report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.</p> <p>Step 2 – Investigation</p> <p>The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.</p> <p>The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.</p> <p>The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone’s participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.</p> <p>If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has</p>
--	--



103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

<p>Title 22 Sec. 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99 Pol. 216</p>	<p>been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district’s investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.</p> <p>Step 3 – Investigative Report</p> <p>The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.</p> <p>The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violation of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall</p>
--	---

## 103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
  - a. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
  - b. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

### References:

School Code – 24 P.S. Sec. 1302.1-A, 1303-A

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 4.4, 10.2, 10.21, 10.22, 10.23, 10.25, 12.1, 12.4, 14.162, 15.1 et seq.

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq., 12102

103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

	<p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, 36</p> <p>Family Educational Rights and Privacy Act, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104, 104.7, 104.32, 104.34, 104.35, 104.36, 104.37</p> <p>Crimes and Offenses, Title 18, Harassment, Section 2709</p> <p>Board Policy – 103, 112, 113, 113.2, 122, 123, 216, 218, 218.1, 218.2, 222, 227, 233, 805.1, 806, 810, 815</p>
--	---

**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION-  
QUALIFIED STUDENTS WITH DISABILITIES**

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination was based on: \_\_\_\_\_

Name of person you believe violated the district's nondiscrimination policy:  
\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where the alleged incident(s) occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature Date

\_\_\_\_\_  
Received By Date

**Administrator for Human Resources  
BETHEL PARK SCHOOL DISTRICT  
301 Church Road  
Bethel Park, PA 15102-1696  
(412) 854-8425  
TitleIX@bphawks.org**

# BETHEL PARK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: NOVEMBER 20, 2007

REVISED: OCTOBER 22, 2019

204. ATTENDANCE	
<p>1. Purpose Title 22 Sec. 11.41</p>	<p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.</p>
<p>2. Authority SC 1327,1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1</p>	<p>The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.</p>
<p>3. Definitions Title 22 Sec. 11.13 SC 1326</p>	<p>Compulsory school age shall mean the period of a child's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than eight (8) years of age until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a child student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p>
<p>SC 1326</p>	<p>Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p>
<p>SC 1326</p>	<p>Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.</p>
<p>SC 1326</p>	<p>Person in parental relation shall mean a:</p> <ol style="list-style-type: none"> <li>1. Custodial biological or adoptive parent.</li> <li>2. Noncustodial biological or adoptive parent.</li> <li>3. Guardian of the person of a student.</li> </ol>

204. ATTENDANCE

<p>SC 6302</p> <p>SC 1326</p> <p>4. Delegation of Responsibility Title 22 Sec. 11.41 SC 510.2</p> <p>SC 1332, 1339</p>	<p>4. Person with whom a student lives and who is acting in a parental role of a student.</p> <p>This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p> <p>School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p> <p>The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency and local magisterial district judge(s) about the district's attendance policy by publishing such policy in student handbooks, newsletters, on the district website and through other efficient communication methods.</p> <p>The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.</p> <p>The Superintendent or designee, in coordination with the building principal, Attendance Officer, Home and School Visitor, and Bethel Park School Board shall be responsible for the implementation and enforcement of this policy.</p> <p>The Superintendent or designee shall develop administrative regulations for the attendance of students which:</p> <ol style="list-style-type: none"> <li>1. Govern the maintenance of attendance records in accordance with law.</li> <li>2. Detail the process for submission of requests and excuses for student absences.</li> <li>3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial judge.</li> <li>4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.</li> <li>5. Ensure that students legally absent have an opportunity to make up work.</li> </ol>
--	--

204. ATTENDANCE

<p>5. Guidelines</p>	<p><u>Compulsory School Attendance Requirements</u></p>
<p>SC 1327</p>	<p>All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.</p>
<p>Title 22 Sec. 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 113, 115, 116, 117, 118</p>	<p>A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.</p>
	<p>The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:</p>
<p>SC 1329, 1330 Title 22 Sec. 11.34</p>	<p>1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.</p>
<p>SC 1327 Title 22 Sec. 11.32</p>	<p>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.</p>
<p>Title 22 Sec. 11.5</p>	<p>3. Students attending college who are also enrolled part-time in district schools.</p>
<p>SC 1327, 1327.1 Title 22 Sec. 11.31, 11.31a Pol. 116, 137</p>	<p>4. Students attending a home education program or private tutoring in accordance with law.</p>
<p>SC 1327</p>	<p>5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p>
<p>SC 1330</p>	<p>6. Students fifteen (15) years of age, and sixteen (16) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.</p>

204. ATTENDANCE

<p>SC 1329 Title 22 Sec. 11.25</p> <p>SC 1329</p> <p>SC 1329 Title 22 Sec. 11.41</p> <p>SC 1329</p> <p>Title 22 Sec. 11.21</p> <p>Title 22 Sec. 11.26 SC1329</p>	<p><u>Excused / Lawful Absence</u></p> <p>For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"><li>1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.</li><li>2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.</li><li>3. Quarantine.</li><li>4. Family emergency.</li><li>5. Recovery from accident.</li><li>6. Required court attendance.</li><li>7. Death in family.</li><li>8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.</li><li>9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined by law, for an event or funeral.<ol style="list-style-type: none"><li>a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.</li><li>b. The student shall furnish the signed excuse to the district prior to being excused from school.</li></ol></li><li>10. Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation.</li><li>11. Nonschool-sponsored educational tours or trips, if the following conditions are met:<ol style="list-style-type: none"><li>a. The person in parental relation submits a the required documentation for excusal prior to the absence, within the appropriate time frame.</li></ol></li></ol>
--	---



204. ATTENDANCE

<p>SC 1329 Title 22 Sec. 11.25 Pol. 251, 255</p> <p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p> <p>SC 1546 Title 22 Sec. 11.21</p> <p>Title 22 Sec. 11.34</p>	<p>b. The student's participation has been approved by the Superintendent or designee.</p> <p>c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.</p> <p>12. College or postsecondary institution visit, with prior approval.</p> <p>13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.</p> <p>The district may limit the number and duration of nonschool-sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.</p> <p><i>Temporary Excusals –</i></p> <p>The following students may be temporarily excused from the requirements of attendance at district schools:</p> <ol style="list-style-type: none"><li>1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</li><li>2. Students participating in a religious instruction program, if the following conditions are met:<ol style="list-style-type: none"><li>a. The parent in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.</li><li>b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.</li><li>c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.</li></ol></li><li>3. School age children unable to attend school upon the recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.</li></ol>
--	--

204. ATTENDANCE

	<p><i>Parental Notice of Absence -</i></p> <p>Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of fifteen (15) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond fifteen (15) cumulative days shall require an excuse from a state licensed practitioner of the healing arts.</p> <p><u>Unexcused / Unlawful Absence</u></p> <p>For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.</p> <p>SC 1326 An out-of-school suspension may not be considered an unexcused absence.</p> <p><i>Parental Notification -</i></p> <p>District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.</p> <p><u>Enforcement of Compulsory Attendance Requirements</u></p> <p><i>Student is Truant –</i></p> <p>SC 1333 When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.</p> <p>SC 1333 The notice shall:</p> <ol style="list-style-type: none"><li>1. Be in the mode and language of communication preferred by the person in parental relation;</li><li>2. Include a description of the consequences if the student becomes habitually truant; and</li><li>3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.</li></ol> <p>SC 1333 The notice may include the offer of a School Attendance Improvement Conference.</p>
--	--

204. ATTENDANCE

SC 1333	<p>If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.</p>
SC 1333	<p><i>School Attendance Improvement Conference (SAIC) -</i></p> <p>District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.</p>
SC 1326	<p>The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.</p>
SC 1326	<p>The following individuals shall be invited to the School Attendance Improvement Conference:</p> <ol style="list-style-type: none"> <li>1. The student.</li> <li>2. The student's person in parental relation.</li> <li>3. Other individuals identified by the person in parental relation who may be a resource.</li> <li>4. Appropriate school personnel.</li> <li>5. Recommended service providers.</li> </ol>
SC 1333	<p>Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p>
SC 1333	<p>The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.</p>
SC 1333	<p>The district may not take further legal action to address unexcused absences until the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.</p>
SC 1333.1	<p><i>Student is Habitually Truant -</i></p> <p>When a student under fifteen (15) years of age is habitually truant, district staff:</p> <ol style="list-style-type: none"> <li>1. Shall refer the student to:</li> </ol>

204. ATTENDANCE

SC 1333.1	<ol style="list-style-type: none"><li>a. A school-based or community-based attendance improvement program; or</li><li>b. The local children and youth agency.</li></ol> <p>2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.</p>
SC 1333.1	<p>When a student fifteen (15) years of age or older is habitually truant, district staff shall:</p> <ol style="list-style-type: none"><li>1. Refer the student to a school-based or community-based attendance improvement program; or</li><li>2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.</li></ol>
SC 1333.1	<p>District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.</p>
SC 1333.1	<p>Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.</p> <p><i>Filing a Citation -</i></p>
SC 1333.2	<p>A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.</p>
SC 1333.2	<p>Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.</p> <p><u>Special Needs and Accommodations</u></p>
Pol. 103.1, 113, 113.3, 114	<p>If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in</p>

204. ATTENDANCE

<p>Pol. 103.1, 113, 114</p> <p>SC 1333</p>	<p>accordance with applicable law, regulations and Board policy.</p> <p>For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.</p> <p><u>Discipline</u></p> <p>The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510.2, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1333.1, 1333.2, 1333.3, 1339, 1546, 42 Pa. C.S.A. 6302</p> <p>State Board of Education Regulations – Title 22 PA Code Sec. 11.5, 11.8, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 103.1, 113, 113.3, 114, 115, 116, 117, 118, 137, 251, 255</p>
--	---

# BETHEL PARK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO/NICOTINE

ADOPTED: NOVEMBER 20, 2007

REVISED: FEBRUARY 26, 2019

222. TOBACCO/NICOTINE	
1. Purpose	The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.
2. Definition 35 P.S. Sec. 1223.5	<p>For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.</p> <p>For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.</p> <p>For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.</p>
3. Authority 18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	<p>The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.</p>
Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq	In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

222. TOBACCO/NICOTINE

<p>Pol. 103.1, 113.1, 113.2, 805.1</p>	
<p>4. Delegation of Responsibility 35 P.S. Sec. 1223.5</p>	<p>The Superintendent or designee shall notify students, parents/guardians and staff about the Board’s tobacco/nicotine policy by publishing information in the student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.</p>
	<p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
<p>5. Guidelines</p>	<p><u>Reporting</u></p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian of the incident and whether the school district police will issue a summary violation. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.</p>
	<p><u>Additional Provisions – Tobacco Only</u></p>
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 Pol. 805.1</p>	<p>The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.</p>

## 222. TOBACCO/NICOTINE

References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 403.1

Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1

School Tobacco Control – 35 P.S. Sec. 1223.5

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103.1, 113.1, 113.2, 805.1



# BETHEL PARK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: NOVEMBER 20, 2007

REVISED: FEBRUARY 27, 2019

## 247. HAZING

1. Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

2. Definitions  
18 Pa. C.S.A.  
Sec. 2802

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

18 Pa. C.S.A.  
Sec. 2803

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

247. HAZING

<p>18 Pa. C.S.A. Sec. 2804, 2808</p>	<p>Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.</p>
<p>18 Pa. C.S.A. Sec. 2806</p>	<p>Any activity, as described above, shall be deemed a violation of this policy regardless of whether:</p> <ol style="list-style-type: none"> <li>1. The consent of the student was sought or obtained, or</li> <li>2. The conduct was sanctioned or approved by the school or organization.</li> </ol>
<p>SC 511 18 Pa. C.S.A. Sec. 2801</p>	<p>Student activity or organization means any activity, society, corps, team, club or service, social or similar group operating under the sanction of or recognized as an organization by the district whose members are primarily students or alumni of the organization.</p>
<p>18 Pa. C.S.A. Sec. 2801</p>	<p>For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.</p>
<p>18 Pa. C.S.A. Sec. 2801</p>	<p>For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.</p>
<p>3. Authority SC 511 18 Pa. C.S.A. Sec. 2806, 2808 Pol. 122, 123</p>	<p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.</p> <p>No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.</p>
<p>4. Delegation of Responsibility</p>	<p>Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.</p>
<p>Pol. 103, 103.1</p>	<p><u>Discrimination/Discriminatory Harassment</u></p> <p>Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination</p>

247. HAZING

<p>5. Guidelines 18 Pa. C.S.A. Sec. 2808</p> <p>SC 511</p>	<p>or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.</p> <p>In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and/or posting of notice/signs.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.</p> <p><u>Complaint Procedure</u></p> <p>A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.</p> <p>Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.</p> <p><u>Interim Measures/Police</u></p> <p>Upon receipt of a complaint of hazing, the building principal or designee, in</p>
--	--

247. HAZING

	<p>consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.</p>
<p>18 Pa. C.S.A. Sec. 2810</p>	<p>Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.</p>
<p>SC 1303-A 22 PA Code Sec. 10.2 35 P.S. Sec. 780-102</p>	<p>Referral To Law Enforcement and Safe Schools Reporting Requirements –</p> <p>For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p>
<p>SC 1303-A, 1302.1-A 22 PA Code Sec. 10.2, 10.21, 10.22 Pol. 805.1</p>	<p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>22 PA Code Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.</p> <p><u>Confidentiality</u></p>

247. HAZING

	<p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district’s legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.</p> <p><u>Consequences for Violations</u></p> <p>Safe Harbor –</p> <p>An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.</p> <p>Students –</p> <p>If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.</p> <p>In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine on each student determined to have engaged in hazing in violation of this policy.</p> <p>When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine on each student determined to have engaged in hazing in violation of this policy.</p> <p>Nonstudent Violators/Organizational Hazing -</p> <p>If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.</p>
<p>18 Pa. C.S.A. Sec. 2810</p>	
<p>SC 511 18 Pa. C.S.A. Sec. 2808, 2810 Pol. 218, 233</p>	
<p>18 Pa. C.S.A. Sec. 2808 Pol. 218</p>	
<p>18 Pa. C.S.A. Sec. 2808 Pol. 233</p>	
<p>Pol. 317</p>	

247. HAZING

<p>18 Pa. C.S.A. Sec. 2808</p>	<p>If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.</p> <p>Criminal Prosecution -</p> <p>Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1302.1-A, 1303.3-A</p> <p>State Board of Education Regulations – Safe Schools – 22 PA Code Sec.10.2, 10.21, 10.22, 10.23, 10.25</p> <p>35 P.S. Health &amp; Safety – Sec. 780-102</p> <p>Title 18, Chapter 28, Antihazing, Sec. 2801 et seq</p> <p>Crimes and Offenses – Title 18, Sec. 2301</p> <p>Board Policy – 103, 103.1, 113.1, 122, 123, 218, 233, 317, 805.1, 916</p>
------------------------------------	---

**REPORT FORM FOR COMPLAINTS OF HAZING**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged hazing was based on: \_\_\_\_\_

Name of person you believe violated the district's hazing policy: \_\_\_\_\_

If the alleged hazing was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident(s) as clearly as possible. Attach additional pages if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where the alleged incident(s) occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has been subjected to hazing. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

**Administrator for Human Resources  
BETHEL PARK SCHOOL DISTRICT  
301 Church Road  
Bethel Park, PA 15102-1696  
(412) 854-8425  
TitleIX@bphawks.org**







## 249. BULLYING/CYBERBULLYING

<p>SC 1303.1-A</p> <p>5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218</p>	<p>recommend necessary revisions to the Board.</p> <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"><li>1. Board's Bullying Policy.</li><li>2. Report of bullying incidents.</li><li>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</li></ol> <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>The policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.</p> <p><u>Education</u></p>
<p>SC 1302-A, 1303.1-A 20 U.S.C. Sec. 7118 Pol. 236</p>	<p>The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p>
<p>SC 1303.1-A Pol. 218, 233</p>	<p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"><li>1. Counseling within the school.</li><li>2. Parental conference.</li><li>3. Loss of school privileges.</li><li>4. Transfer to another school building, classroom or school bus.</li><li>5. Exclusion from school-sponsored activities.</li></ol>

## 249. BULLYING/CYBERBULLYING

6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

### References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Every Student Succeeds Act – 20 U.S.C. Sec. 7118

Board Policy – 103, 103.1, 113.1, 218, 233, 236

**REPORT FORM FOR COMPLAINTS OF BULLYING/CYBERBULLYING**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged bullying/cyberbullying was based on: \_\_\_\_\_

Name of person you believe violated the district's bullying/cyberbullying policy: \_\_\_\_\_

\_\_\_\_\_

If the alleged bullying/cyberbullying was directed against another person, identify the other person:

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct). Attach additional pages if necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where the alleged incident(s) occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has bullied/cyberbullied me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

**Administrator for Human Resources  
BETHEL PARK SCHOOL DISTRICT  
301 Church Road  
Bethel Park, PA 15102-1696  
(412) 854-8425  
TitleIX@bphawks.org**

# BETHEL PARK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DATING VIOLENCE

ADOPTED: MAY 22, 2018

REVISED:

252. DATING VIOLENCE	
<p>1. Purpose Pol. 113</p>	<p>The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.</p>
<p>2. Definitions SC 1553</p> <p>SC 1553</p>	<p><b>Dating Partner</b> shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.</p> <p><b>Dating Violence</b> shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.</p>
<p>3. Authority Pol. 218</p>	<p>The Board encourages students who have been subjected to dating violence to promptly report such incidents.</p> <p>The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.</p>
<p>4. Guidelines SC 1553</p> <p>SC 1553 Pol. 218</p>	<p><u>Complaint Procedure</u></p> <p>When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal.</p> <p>The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.</p> <p>The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.</p> <p>If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.</p>

252. DATING VIOLENCE

Pol. 248	<p>If a possible violation of the district’s harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.</p> <p>The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p>
SC 1553	<p>This policy on dating violence shall be:</p> <ol style="list-style-type: none"><li>1. Published in the Code of Student Conduct.</li><li>2. Published in the Student Handbook.</li><li>3. Made available on the district’s website, if available.</li><li>4. Provided to parents/guardians.</li></ol>
SC 1553	<p><u>Dating Violence Training</u></p> <p>The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.</p>
SC 1553 71 P.S. Sec. 611.13	<p><u>Dating Violence Education</u></p> <p>The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.</p>
SC 1553 Pol. 105.1	<p>A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.</p>
SC 1553 Pol. 105.2	<p>At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.</p>

## 252. DATING VIOLENCE

References:

School Code – 24 P.S. Sec. 1553

State Board of Education Regulations – 22 PA Code Sec. 12.12

Domestic Violence and Rape Victims Services – 71 P.S. Sec. 611.13

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Board Policy – 105.1, 105.2, 218, 248

# BETHEL PARK SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: MARCH 26, 2009

REVISED: NOVEMBER 13, 2018

808. FOOD SERVICES	
<p>1. Purpose</p>	<p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
<p>2. Authority SC 504, 807.1, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220</p> <p>FNS Instruction 113-1 7 CFR Part 210.23</p> <p>SC 504 42 U.S.C. Sec. 1760</p> <p>42 U.S.C. Sec. 1760 7 CFR Part 210.14</p>	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p> <p>The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.</p> <p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.</p> <p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.</p>
<p>3. Delegation of Responsibility</p> <p>SC 504</p>	<p>Operation and supervision of the food service program shall be the responsibility of the Superintendent or designee.</p> <p>The individual responsible for the operation and supervision of the food service</p>



808 FOOD SERVICES

<p>SC 504, 1337</p>	<p>program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p>
<p>SC 504, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Parts 210, 215, 220</p>	<p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager.</p>
<p>SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Parts 210, 215, 220</p>	<p>The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p>
<p>3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758 (h) 7 CFR Sec. 210.13 210.30</p>	<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p>
<p>FNS Instruction 113-1</p>	<p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p>
<p>4. Guidelines Pol. 246</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p>
<p>4. Guidelines Pol. 246</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> <li>1. Be carefully selected to contribute to students' nutritional well-being and health.</li> <li>2. Meet the nutrition standards specified in law and regulations and approved by the Board.</li> <li>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</li> <li>4. Be served in age-appropriate quantities, at reasonable prices.</li> <li>5. The district shall use USDA Foods for school menus available under the</li> </ol>

808 FOOD SERVICES

<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p>Child Nutrition USDA Foods Program.</p> <p><u>Free/Reduced-Price School Meals And Free Milk</u></p> <p>The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p>The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:</p> <ol style="list-style-type: none"><li>1. At or around the beginning of the school year.</li><li>2. Three (3) months after the initial effort.</li><li>3. Six (6) months after the initial effort.</li></ol> <p>The district may also conduct direct certification on a weekly or monthly basis.</p>
<p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p>	<p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p>
<p>SC 1337</p>	<p><u>School Meal Service and Accounts</u></p> <p>To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:</p> <ol style="list-style-type: none"><li>1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.</li><li>2. Notify parents/guardians when the student's school meal account reaches a low balance of \$5.00.</li><li>3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.</li><li>4. Provide a school food program meal to each student who does not have the</li></ol>

808 FOOD SERVICES

	<p>money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.</p>
SC 1337 42 U.S.C. Sec. 1758 7 CFR Part 245	<p>When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.</p>
SC 1337	<p>Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.</p>
SC 1337	<p>School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.</p>
SC 1337	<p>The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.</p>
SC 1337	<p>District schools shall be prohibited from:</p> <ol style="list-style-type: none"><li>1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.</li><li>2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.</li><li>3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.</li></ol> <p>This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.</p>

808 FOOD SERVICES

	<p>The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.</p> <p>The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.</p> <p><u>Collection of Unpaid Meal Charges</u></p> <p>Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.</p>
Pol. 610, 626, 827	<p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p>
42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.30, 210.15	<p><u>Professional Standards For Food Service Personnel</u></p> <p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p>
42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7	<p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p><u>School Food Safety Program</u></p>

808 FOOD SERVICES

<p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p>	<p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR Sec. 210.9, 210.13, 220.7</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.</p>
	<p>Summer Food Service – 42 U.S.C. Sec. 1751 et seq 7 CFR Part 225</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 504, 807.1, 1335, 1337</p>
	<p>Food Protection – 3 Pa. C.S.A. Sec. 5713</p>
	<p>National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.</p>
	<p>School Breakfast Program – 42 U.S.C. Sec. 1773</p>
	<p>Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296 Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200</p>
	<p>Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15</p>
	<p>National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Part 210, Part 215, Part 220, Part 245</p>
	<p>U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1</p>
	<p>Board Policy – 000, 103, 103.1, 113, 209.1, 246, 610, 626, 827</p>

# BETHEL PARK SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: INTERNET ACCEPTABLE USE

ADOPTED: May 28, 2009

REVISED: October 28, 2010  
June 28, 2012

815. 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 unavailable 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>Pol. 218, 233, 317, 417, 517</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>47 U.S.C. Sec. 254</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 school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.</p>

815. INTERNET ACCEPTABLE USE

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p> <p>4. Guidelines</p>	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</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"><li>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.</li><li>2. Maintaining and securing a usage log.</li><li>3. Monitoring online activities of minors.</li></ol> <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"><li>1. Facilitating illegal activity.</li><li>2. Commercial or for-profit purposes.</li></ol>
---	---

## 815. INTERNET ACCEPTABLE USE

Pol. 237	<ol style="list-style-type: none"><li>3. Nonwork or nonschool related work.</li><li>4. Product advertisement or political lobbying.</li><li>5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</li><li>6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</li><li>7. Access to obscene or pornographic material or child pornography.</li><li>8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.</li><li>9. Inappropriate language or profanity.</li><li>10. Transmission of material likely to be offensive or objectionable to recipients.</li><li>11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</li><li>12. Impersonation of another user, anonymity, and pseudonyms.</li></ol>
Pol. 814	<ol style="list-style-type: none"><li>13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</li><li>14. Loading or using of unauthorized games, programs, files, or other electronic media.</li><li>15. Disruption of the work of other users.</li><li>16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</li><li>17. Quoting of personal communications in a public forum without the original author's prior consent.</li></ol> <p><u>Security</u></p> <p>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</p>



815. INTERNET ACCEPTABLE USE

<p>24 P.S. Sec. 4604</p>	<p>followed:</p> <ol style="list-style-type: none"><li>1. Employees and students shall not reveal their passwords to another individual.</li><li>2. Users are not to use a computer that has been logged in under another student's or employee's name.</li><li>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.</li></ol> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>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.</p> <p>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.</p> <p>Vandalism will result in cancellation of access privileges. <b>Vandalism</b> 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.</p>
<p>17 U.S.C. Sec. 101 et seq Pol. 814</p>	<p><u>Copyright</u></p> <p>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.</p> <p>Any work created for use at any machine in the district shall remain under the ownership of the Bethel Park School District.</p> <p>Safety</p> <p>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.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p>

815. INTERNET ACCEPTABLE USE

<p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"><li>1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.</li><li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li><li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li><li>4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.</li><li>5. Restriction of minors' access to materials harmful to them.</li></ol>
<p>47 U.S.C. Sec. 254 Pol. 249</p>	<ol style="list-style-type: none"><li>6. Yearly student review in each building of safe Internet use as it pertains to social networking websites, chat rooms, cyberbullying awareness and appropriate responses to cyberbullying and in accordance with the methods and considerations outlined in district Student Bullying/Harassment Policy 249 and as required by 47 U.S.C. Sec. 254.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Board Policy – 103, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 417, 448, 517, 548, 814</p>

# BETHEL PARK SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EDUCATIONAL USE OF  
STUDENT OWNED  
TECHNOLOGY DEVICES

ADOPTED: AUGUST 30, 2012

REVISED: MAY 22, 2018

<p>1. Purpose</p>	<p style="text-align: center;"><b>815.2. EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES</b></p> <p>The Bethel Park Board of School Directors supports and encourages the use of technology to aid in education and operational processes of the district. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.</p> <p>The Board of Directors also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board of Directors that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both student-provided or any other technology.</p> <p>The purpose of this policy is to acknowledge that student-owned technology devices, hereinafter referred to as “SOTDs,” may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies which students may possess including, but not limited to, all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD players, handheld game consoles, personal digital assistants (PDAs), cellular phones, and smart phones such as iPhones and Blackberries, laptops or other student-owned computers, radios, walkmans, CD players, as well as any new technology developed with similar capabilities of data storage or transmission. In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The district is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the district, to bring SOTDs to school.</p>
-------------------	--

815.2. EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES

	<p>If a student exercises the option to bring his/her SOTD to school, the student and the student's parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content, and the student and the student's parents/guardians agree that all provisions of this policy shall apply to the student's use of the SOTD while on school premises.</p>
<p>2. Authority</p>	<p>The Bethel Park School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.</p>
<p>3. Delegation of Responsibility</p>	<p>The district reserves the right to restrict student use of district-owned technologies and SOTDs on school property or at school-sponsored events. SOTDs are permitted, but not required by the district, for use during the school day for educational purposes and/or in approved locations only.</p> <p>The district reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying or reviewing the SOTD or file contained on the SOTD when administration has a reasonable suspicion that a violation of district policy or applicable law has occurred, and the student and student's parents/guardians agree that the district shall have such rights and there is no expectation of privacy that would restrict the district's exercise of such rights.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the district's website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.</p> <p>The Superintendent or designee shall develop procedures for the efficient and orderly implementation of this policy.</p>
<p>4. Guidelines</p> <p>Pol. 249, 552, 814, 815</p>	<p>The following guidelines shall apply regarding SOTDs:</p> <ol style="list-style-type: none"> <li>1. All prior related School Board Policies shall continue to apply in full force including Policy 249 (Student Bullying and Harassment), Policy 815 (Internet Acceptable Use), Policy 552 (Electronic Communication and Email Usage as applicable) and Policy 814 (Copyright Material as applicable).</li> <li>2. Access is a privilege, not a right. Students have the option, but are not required by the district, to bring his/her SOTD to school. If a student exercises the option to bring their SOTD to school, the student and the student's parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content, and the student and the student's parents/guardians agree that all provisions of this policy shall apply to the student's use of the SOTD while on</li> </ol>

815.2. EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES

<p>Pol. 218, 249</p>	<p>school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning of the student from bringing personal electronic devices to school, or criminal prosecution if applicable.</p> <ol style="list-style-type: none"><li data-bbox="423 426 1474 785">3. Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. <b>Educational purposes</b> include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.</li><li data-bbox="423 816 1507 1325">4. Inappropriate use of electronic devices has the potential to negatively impact the educational environment and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of individual students is a violation of the Code of Conduct. Students shall not use any electronic device in a manner that disrupts or detracts from the educational environment. Students may not utilize any technology device or application to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the educational community. Use of his/her SOTD to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate SOTD confiscation by district staff, building principal and/or building security. Referral to appropriate authorities and disciplinary action may result. On this point, students are reminded that Board Policy #249 prohibits bullying and cyberbullying in all forms.</li><li data-bbox="423 1356 1498 1457">5. The Bethel Park School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the SOTD.</li><li data-bbox="423 1488 1495 1589">6. Use of SOTDs shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.</li><li data-bbox="423 1621 1507 1806">7. The Bethel Park Educational Computer Network is first and foremost provided and maintained for primary benefit of and access by district-owned technology equipment. The district reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on district workstations, laptops, or servers.</li><li data-bbox="423 1837 1435 1866">8. Network bandwidth and access is finite and where a decision must be made</li></ol>
----------------------	--

## 815.2. EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES

	<p>between student use of technology and reliable use of district computers, district computing equipment will be given first priority.</p> <ol style="list-style-type: none"><li>9. Students and parents/guardians choosing to bring SOTDs into the district surrender the right to keep private any content on said SOTD. All district students and parents/guardians shall review this policy and associated technology procedures before students use any school and/or personally owned devices and the student and parent/guardian shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.</li><li>10. Students and parents/guardians consent to the possible self-installation of a monitoring application or other district provided management tool as a prerequisite to use of the SOTD on district property.</li><li>11. The district reserves the right to search SOTDs where reasonable suspicion exists that the device is being used without permission or inappropriately, and the student and student's parents/guardians agree that the district shall have such rights and there is no expectation of privacy that would restrict the district's exercise of such rights. Examples of this may include displaying picture content to peers when not authorized to do so, or attempting to text during unauthorized times. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.</li><li>12. The Bethel Park School District, its teachers, administrators, bus drivers or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to any SOTD.</li><li>13. Bus drivers retain management control over the use of SOTDs on the buses in relation to this policy.</li><li>14. SOTDs often have their own form of Internet connectivity that is separate from the district's Internet connection. These alternate forms of connectivity may be unfiltered and provide access to explicit, inappropriate or other content that is strictly forbidden on school grounds or while riding in school transportation. Students bringing SOTDs are required, during the instructional day, to access the Internet via the district's content-filtered wireless network, and not through 3G, 4G, or other content service providers. Students must disable their own internal Internet connectivity while on district property. Also, many SOTDs feature Internet connection sharing - students are expressly forbidden from using their own, enabling or otherwise providing an Internet connection to another student's SOTD. SOTDs found to interfere with district wireless networks will be identified, shut down, confiscated and provided to the building principal. This may result in additional disciplinary action including the permanent loss of SOTD privileges.</li></ol>
--	--

815.2. EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES

15. Student technology support provided for SOTDs will be limited to self-help documents posted on the district Intranet or wiki site.
16. Many SOTDs contain camera or motion picture recording technology – SOTDs are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.
17. The use of SOTDs is strictly forbidden AT ALL TIMES in restrooms, locker rooms and swimming pool areas.
18. The use of SOTDs is forbidden during assemblies, detention, during fire or other emergency drills or during actual emergencies.
19. If a student exercises the option to bring his/her SOTD to school, the student and the student’s parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content. Students shall be required to provide the username/password or other access credentials if asked by a building principal for access to their device. Refusal to provide the required information may result in disciplinary action, including the permanent loss of SOTD privileges.
20. Devices that are not permitted as an approved SOTD shall be identified as an unacceptable device in the district’s Administrative Procedures and Guidelines in compliance with this policy.
21. Approved SOTD owned or issued devices that are required as part of the student’s Individualized Education Program (IEP) are permitted. These devices continue to be governed under the guidelines of this policy and the guidelines for use as identified in the IEP.

References:

School Code – 24 P.S. Sec. 510, 1317.1, 1303.1.A

Pa. Wiretapping/Electronic Surveillance Act – 18 Pa. C.S.A. Sec. 5703  
Act 103 of 1989

State Board of Education Regulations – 22 PA Code 12.3

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777

Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254

Board Policy – 218, 233, 249, 552, 814, 815