

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



**Bethel Park High School**

**309 Church Road, Bethel Park, PA 15102**  
**Phone: (412) 854-8581 / Fax: (412) 854-8510**

## 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.



### **THE BETHEL PARK HIGH SCHOOL ALMA MATER**

*Oh Alma Mater, Bethel High  
All hail to thee.  
We sing thee praises every one  
With love and loyalty.  
From atop the summit's brow  
Keep a watchful eye.  
We'll always love thy colors true  
Our Bethel High.*

## FORWARD

This handbook includes basic summaries of current statutes, district policies, guidelines, rules and regulations. The information provided is not intended to be all encompassing of every circumstance pertaining to the educational process and is subject to change. It is essential that all students and parents/guardians read and understand the information provided.

## NONDISCRIMINATION 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. Bethel Park School district policies include: [103 Discrimination/Title IX Sexual Harassment Affecting Students](#), [103.1 Nondiscrimination – Qualified Students with Disabilities](#), & [104 Discrimination/Title IX Sexual Harassment Affecting Staff](#). Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities should contact: Dr. Zeb Jansante, Assistant Superintendent for Administration, Bethel Park School District, 301 Church Road, Bethel Park, PA 15102-1696, (412)854-8655.

ZEB JANSANTE  
ASSISTANT SUPERINTENDENT FOR ADMINISTRATION  
BETHEL PARK SCHOOL DISTRICT  
301 Church Road  
Bethel Park, PA 15102-1696  
jansante.zeb@bphawks.org  
(412)854-8655

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

### Main Office

Mr. Joseph Villani – Principal  
(412)854-8581

### Front Desk / Office Manager

Mrs. Jessica Schroeck  
(412) 854-8581  
*Visitor Clearances  
Work Permits  
Military Visitors  
Diplomas  
Homework Pick-up*

### Administrative Assistant to the Principal

Mrs. Kathy Janosik  
(412) 854-8571  
*Principal Communication  
Court Orders  
Student Work Releases  
Discipline*

### Information & Data Manager

Ms. Jennifer Kutrufis  
(412) 854-8584  
*New Student Enrollment  
Student Withdrawal  
Alumni Records  
Student Records/Transcripts*

### Administrative Offices

Mrs. Diana Fronczek (412)854-8518  
Assistant Principal  
Student Academics & Affairs A – G

Dr. Mark Korcinsky (412)854-8516  
Assistant Principal  
Student Academics & Affairs H – O

Mr. James Fodse (412)854-8580  
Assistant Principal  
Student Academics & Affairs P – Z

### Administrative Assistant / Student Services

Mrs. Michelle Boss (412)854-8632  
*Assistant Principal Communication  
Special Education / 504's / Gifted  
Student Assistance Program  
National Merit*

### Administrative Assistant / Athletics

Mrs. Tracy Celletti (412)854-8548  
*Assistant Principal Communication  
Athletics Communication / Paperwork  
Athletics Bussing & Events*

### Athletics Office

Mr. Dan Sloan – Athletic Director  
(412)854-8547

Mrs. Laura Grimm - Assistant Athletic Director  
(412)854-8549

### Counseling Office

Mr. Mike Bruce (412)854-8587  
Students A - G

Mrs. Kristen Michaels (412)854-8500  
Students H - O

Mrs. Lorri Smith (412)854-8501  
Students P - Z

Mr. John Lorenzi (412)854-8576  
Special Education

Mrs. Jamie Quinn (412)854-8595  
Counseling Administrative Assistant

### TEAMS Room

Ms. Lisa Cusick  
TEAMS Coordinator  
(412) ???

Mr. James Yackuboskey  
School Social Worker  
(412)854-8588

Mrs. Melissa Polosky  
School Social Worker  
(412) ?

### Attendance Office

Email: [hsattendance@bphawks.org](mailto:hsattendance@bphawks.org) Fax: 412-854-8552

Sheri Rea (412) 854-8714  
Students A-G

Marissa Martin (412) 854-8583  
Students H-O

Kelli Nuttridge 412 854-8572  
Students P-Z

### Director Bethel Park Online Academy

Mr. Brian Lenosky (412)854-8521

### Officer in Charge

Officer Chris Gawlas (412)854-8730

### Activities Office

*Fundraising, Fees/Obligations, Parking*

Ms. Alexis Waugaman (412)854-8514

### Nurses Office

Mrs. Tracy Ford (412)854-8550  
Certified School Nurse

Mrs. Donna Salicce (412)854-8550  
Health Services Nurse

## **Faculty and Staff**

John Allemang  
Gabe August  
Michael Bellini  
Michael Borsani  
Jeffrey Bouch  
Melinda Bouch  
Linda Broderick  
Linda Bruckner  
Jennifer Callahan  
Hannah Camic  
Chelsea Casagrande  
Richard Casagrande  
Kelsey Chapin  
\*Maria Christenson  
\*Lee Cristofano  
Alyssa D'Alessandro  
Jonathan Derby  
\*Victor DiPrampo  
Rachel Dodson  
Shelley Dowling  
Chris Durco  
Randi Durmis  
Julie Dzanaj  
Megan Farren  
Douglas Fink  
Stacy Fisher  
Tony Fisher  
Heather Fontana  
James Gais  
Michael Galietta  
Kathleen Gentile  
\*Stephanie Glover

Amber Haefner  
Thomas Hare  
Cassandra Haught  
Katelynn Heider  
\*Julie Hernandez  
Nicola Hipkins  
Rob Hooton  
Christopher Jack  
Jeff Johns  
Matt Kallis  
Karrie Kinzel  
Dave Kovalcik  
Jay Kriegline  
Brad Kszastowski  
Todd Kuczawa  
Josh Lape  
Jackie Malley  
Kristen Marena  
Tracy McCoy  
Jason Mickey  
Christopher Nagel  
Sean O'Brien  
John Oluszak  
Michelle Opsasnick  
Scott Oswald  
Alicia Pacey  
Nina Persi  
\*Mary Ann Pfeuffer  
James Pierson  
Stephen Pokrajac  
Karen Potts  
Clyde Qualk

Laura Ralyea  
Gary Reese  
Christine Robb  
\*Nick Santora  
Lisa Serafin  
Matthew Short  
Rachael Smith  
Amy Smock  
C. Arthur Smock  
Emily Smoller  
Jill Sofranko  
Kelsey Steele  
Andrea Stillmak  
Julie Thimons  
\*Chad Thompson  
Christopher Tobias  
Leigh Ann Totty  
Justin Travis  
Adam Triscilla  
\*Kent Wallisch  
\*William Wells  
Lara Werries  
Erin Wheat  
Cortney Williams  
Christopher Wilson  
Alex Winschel  
Jennifer Yeckel  
\*Charles Youngs  
Patrick Zehnder  
  
\*Denotes Department Facilitator

## **Para Educators**

June Dolan  
Marcie Girdano  
Mary Jo Hartman  
Elaine Litwin  
Mary Jane McCall  
Nancy Preston  
Debbie Ruffing  
Anna Scott  
Tom Stein

## **Science Lab Technician**

Leslie DeFranc

## **Computer Paraprofessionals**

Jim Blevins  
Jan Sterrett

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## 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 multidisciplinary 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 please see Bethel Park School District policies [113 Special Education](#), [113.3 Screening and Evaluations for Students with Disabilities](#), & [113.4 Confidentiality of Special Education Student Information](#). Any questions or concerns regarding this process, please contact:

Mr. David Muench, Director of Student Support Services  
Student Support Services Department  
Bethel Park School District  
301 Church Road  
(412)854-8410  
[muench.david@bphawks.org](mailto:muench.david@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 mean 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

**Further information can be found under [Bethel Park School District Policy 251 Homeless Students](#).**

*Any questions regarding this process, please contact:*

Mr. David Muench, Bethel Park School District Homeless Education Liaison  
Bethel Park School District  
Student Support Services Department  
301 Church Road  
Bethel Park, PA 15102  
(412)854-8410



## GENERAL INFORMATION

### Appointments

Students should make appointments with counselors, principals, & teachers. Students are provided an “appointment pass” through e-Hall Pass. It is the student’s responsibility to communicate with their teacher & complete any missed assignments. Parents/guardians should also make appointments.

### Assemblies

Assembly attendance is mandatory for all students. Students are expected to show respect & courtesy at all times. Disruptive students will be removed & may receive disciplinary action.

### Breakfast

Breakfast for students to purchase is available prior to the start of the regular school day. Breakfast must be consumed within the cafeteria with students reporting to their designated homeroom by 7:25AM.

### Campus Security

Campus Security personnel are stationed on the school grounds and are authorized to monitor campus video surveillance, student behavior, direct and control traffic, aid school visitors, and patrol parking areas and the school building including restrooms [Policy 805.2 School Security Personnel](#)

### 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 school or 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 Information and Data Manager, *Ms. Jenni Kutrufis (412) 854-8584*

### Court Orders

All certified court orders and protection from abuse must be submitted to the high school principal as soon as possible in order to be followed. Please share documentation with *Mrs. Kathy Janosik* at [janosik.kathy@bphawks.org](mailto:janosik.kathy@bphawks.org) The school system abides by the most recent court order received.

- In the instance of separation or divorce, the person who enrolled the child in school is listed as primary contact shall be assumed to be the custodial parent. It shall also be assumed that no other restrictions on the other parent’s rights for communication are in place unless an order is on file.
- Bethel Park School District policy [238 Parent of Record](#)

### 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. Contact the activities office at *(412)854-8514*.
- 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 Information**

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Emergency information must be updated by a parent/guardian through the Home Access Center, at the beginning of each school year and updated as changes occur. A valid parent/guardian phone number must be submitted prior to students being sent home from the Health Office. Phone numbers will not be accepted from students. Information for updating HAC can be found [here](#).

## **Emergency Evacuations and Fire Drills**

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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. [Policy 805 Emergency Preparedness & Response](#)

## **Field Trips**

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Field trips are a privilege. Students are expected to act accordingly and must make up all work missed while on a field trip. **Excessive absences or discipline issues may result in a student not being permitted to attend field trips.** All decisions are based on administrative discretion. Please refer to the Attendance Policy for more details. [Policy 231 Social Events & Class Trips](#), [241 Field Trips](#)

## **Fitness Center**

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Students must be with an authorized adult at all times when using the Fitness Center. Any students found in the fitness center without adult supervision & approval are subject to school discipline.

## **Fund Raising**

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All fund-raising activities must be approved through the Activities Office. Sales are not to be conducted during class time. [Policy 229 Student Fundraising](#)

## **Lockers**

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The Administration reserves the right to search lockers in case of an emergency or reasonable suspicion. 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 administrators.

- Students must use school purchased locks on their assigned lockers.
- 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.
- Bethel Park School District policy [226 Searches](#) & [22 6.1 Canine Searches](#)

## **Lost and Found**

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

## **Parking Permits**

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Driving to school is a privilege that involves great student responsibility. **All students driving to school must obtain an approved parking permit.** Driving in an unauthorized vehicle may result in discipline. Bethel Park School District Policy [223 Use of Bicycles & Motor Vehicles](#) & [810 School Vehicle Drivers](#)

*\*\*Parking passes can be revoked for the following reasons:*

- Accumulating 10 or more tardies to school - revoked up to 30 days.
- 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 subject to prosecution under the PA 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**

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

### **School Calendar**

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The 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. Bethel Park School District policy [803 School Calendar](#)

### **School Hours**

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BPHS school day officially begins with students reporting to homeroom by 7:25AM and dismissal at 2:28PM. Upon morning arrival to school, students must *remain in the Cafeteria or Main Lobby until being released into the academic wing at 7:20AM*. Students are not permitted within the academic or athletic wing outside of the official school hours unless provided approval under direct adult supervision. Any student found in an unauthorized area without permission will be subject to school discipline and/or may be subject to a trespassing charge with the Bethel Park Police. Please refer to the last page of this handbook for a copy of the High School regular, modified, & 2 hr. delay bell schedules.

### **School Property**

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School property is defined as all areas of the high school, the stadium, parking lots, school buses, bus stops and areas where school sponsored events are taking place both in and outside of Bethel Park. All school rules and regulations apply to these areas. Policy [709 Building Security](#)

### **Sexting**

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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 warrants disciplinary action & contact to local law enforcement agency.

### **Telephones**

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

### **Transfers**

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Students transferring to another school should notify the Records Office several days in advance. A checkout form will be issued and financial obligations must be satisfied, including return of student's computer.

### **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. Bethel Park School District Policy [859 Electronic Surveillance/Recordings](#)

### **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 will also be available on television stations KDKA, WTAE and WPXI. For more information concerning weather delays, cancellations, or early dismissals, please visit the district web page ([www.bpsd.org](http://www.bpsd.org)).

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.

School Cancellation due to inclement weather, all Bethel Park Recreation Department activities held at the high school are also canceled for that day.

### **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, at the high school front desk
- The following link will take you to the BPHS website for the [Work Permit Application](#)
- Call the High School front desk (412)854-8581 for additional information.

## **SCHOOL ATTENDANCE**

### **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 student's 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. Please see Bethel Park School District Policy [204 Attendance](#).

### **Attendance Forms**

Standard student excuse and pre-approved absence forms can be found on the BPHS website or through the following links.

- [BPHS Student Excuse Form](#) for absences/early releases/late-to-school
- [Pre-Approved Absence / Educational Trip Form to be completed by student, family, with teachers signing off and returned to the attendance office prior to absence.](#)

## **Attendance Procedure**

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Excuses for being absent, tardy, early release, or late to school can be submitted in writing (to the attendance office), via Fax at 412-854-8552, or via email to [hsattendance@bphawks.org](mailto:hsattendance@bphawks.org). Inquiries regarding attendance can be directed to the following personal based on student last name initial.

Sheri Rea  
rea.sheri@bphawks.org  
(412)854-8714  
**Students A – G**

Marissa Martin  
martin.marissa@bphawks.org  
(412)854-8583  
**Students H - O**

Kelli Nuttridge  
nuttridge.kelli@bphawks.org  
(412)854-8572  
**Students P – Z**

- Absence excuses must be submitted to the attendance office within 3 school days of the absence
- Students tardy to school must stop at the attendance office prior to entering the building
- Early release excuses must be submitted to the attendance office prior to start of school day
- Pre-Approved/Educational Trip forms must be submitted at least 3 days prior to absence

## **Absence from School Determination**

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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
- Other as detailed in Attendance Policy 204

*\*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.*

**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.

The Bethel Park School District course of actions as they relate to student attendance:

- Automated phone call via the School Messenger to the residence of each absent student on the day of each absence.
- Every week, attendance notifications will be generated and mailed 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/illegal 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> unexcused/illegal absence, the person in the parental relationship will be notified in writing and be offered a School Attendance Improvement Conference within 10 school days. All unexcused absences/tardies will result in a zero (0) for all assignments on that day. Detention may 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> unexcused/illegal absence, the district will schedule and hold a School Attendance Improvement Conference. The person in parental relationship, the student, and appropriate school personnel and/or outside agencies will be invited to participate to create a School Attendance Improvement Plan (SAIP).
- On the 6<sup>th</sup> unexcused/illegal absence, the person in parental relationship will be notified in writing. Students may be referred to a school-based and/or community-based Attendance Improvement Program. All unexcused absences/tardies will result in a zero (0) for all assignments on that day. Detention may be assigned on the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> unexcused absence.
- On the 10<sup>th</sup> unexcused/illegal absence, the person in the parental relationship will be notified in writing. Students 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. Students may be referred to a school-based and/or community-based Attendance Improvement Program. The District may file a Citation with the District Court. Students under the age of 15 may be referred to CYS (Children and Child Services).
- On the 15<sup>th</sup> unexcused/illegal absence, the person in parental relationship will be notified in writing. The student will lose ALL privileges for the remainder of the academic year 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. Students may be referred to a school-based and/or community-based Attendance Improvement Program. The District may file a Citation with the District Court. Students under the age of 15 may be referred to CYS (Children and Child Services).
- 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 the 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.

**Extended Absence:** During extended illness or hospitalization beyond 3 days, the person in the parental relationship should request homework assignments by contacting the front desk office manager, [Mrs. Schroeck](#). 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. The person in the parental relationship of students who have extended medically-excused absences should contact their school counselor and/or principal to review & develop 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 the parental relationship should use the [Pre-Approved/Educational Trip Form](#) available through the attendance office, or on the website. The person in the 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 must 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. Policy [241 Field Trips](#) & [241.1 Overnight Trips](#)

**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 [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**

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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 program
- Other as detailed in the Attendance Policy 204

**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.

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

- Every week, attendance notifications will be generated and mailed 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/illegal tardy* from the Bethel Park School District. This letter will include upcoming consequences should the student continue to be tardy. All unexcused tardies will result in a zero (0) for assignments during the period the student was absent or late.
- On the 3<sup>rd</sup> unexcused/illegal tardy the person in parental relationship will be notified in writing 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.
- On the 6<sup>th</sup> unexcused/illegal tardy the person in parental relationship will be notified in writing outlining further consequences. 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.
- On the 10<sup>th</sup> unexcused/illegal tardy the person in parental relationship will be notified in writing outlining further consequences. When a student reaches 10 unexcused 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 assignments/exams missed will result in a zero (0) for all periods missed that day. A Student may be referred to a school-based and/or community based attendance program. All unexcused tardies at 10 and beyond are considered Level II violation.
- On the 15<sup>th</sup> unexcused tardy the person in parental relationship will be notified in writing. When a student reaches 15 tardies he/she will lose ALL privileges for the remainder of academic year 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 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/school-sanctioned absence should be completed & submitted upon return.

**Athletic/Extracurricular Participation:** According to the [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 include pre-approved college visits, funerals, medical appointments, & other circumstances pre-approved by the Principal.” Students will receive a “0” for academic work in classes missed as a result of an unexcused tardy.

- 1 - 3 tardies 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 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**

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- 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:
- 1-3 early releases 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**

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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.

## **ACADEMICS**

### **Educational Classes Outside BPHS**

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Bethel Park High School students have the opportunity to enroll in classes at Steel Center Vocational/Technical School, Western Area Career & Technology Center, Parkway West CTC, CCAC and Penn State Dual Enrollment, Bethel Park Alternative School, Project Succeed, Cyber School, or Rehabilitation School courses. [Policy 115 Career and Technical Education](#) & [124 Alternative Instruction 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 at both schools. 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 discipline is 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**

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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. [Policy 213 Assessment of Student Progress](#)

Grading is demonstrated through percentages based on points the student earned through course requirements. Marking period grades will be based on the student’s earned percentage grade. The BPHS grading scale is as follows:

<b>A</b>	<b>100 - 90%</b>
<b>B</b>	<b>89 - 80%</b>
<b>C</b>	<b>79 – 70%</b>
<b>D</b>	<b>69 – 60%</b>
<b>F</b>	<b>59 - Below</b>

*\*A student with an incomplete grade due to student illness or another approved reason will be identified with an “I” until the student completes work by the provided deadline.*

### Weighting of Grades

Adjusted Point Values for grades earned in designated course levels. [Policy 214 Grade Point Average/Class Rank](#)

			Required Subjects Regular Electives (R)	Honors Courses (H)	Advanced Electives (A)
<b>A</b>	<i>100 - 90%</i>	=	4	4.5	5.0
<b>B</b>	<i>89 - 80%</i>	=	3	3.5	4.0
<b>C</b>	<i>79 – 70%</i>	=	2	2.5	3
<b>D</b>	<i>69 – 60%</i>	=	1	1.5	2
<b>F</b>	<i>59 - Below</i>	=	0	0.0	0

### Class Rank

Bethel Park School District does not assign class rank. Class rank will be calculated for internal purposes only and will not be placed on student transcripts, nor will they be released to students, parents /guardians or institutes of higher education unless deemed necessary at principal discretion. [Policy 214 Grade Point Average/Class Rank](#)

### 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/GraduationRequirements.aspx>*) are subject to change due to state regulations. Students should regularly review the Course Selection Guide to use in planning each year’s schedule. Bethel Park School District Policy [217 Graduation Requirements](#)

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). Students demonstrate proficiency for the Keystone Exam through evidence of competency through one of the five [Keystone Pathway Requirements](#). Information regarding the Keystone Pathways can be found in the course selection guide or on the high school website. Results of the Keystone Assessment will be recorded on student transcripts.

## **Graduation Cords**

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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**

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Students who will be absent one (1) or two (2) days should have a fellow student pick up their assignments. Students who will be absent three (3) days or more should contact the front desk office manager 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 plan with his/her teacher to turn in missed assignments. Policy [130 Homework](#)

## **Physical Education**

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

## **Reports to Parent/Guardian**

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- Report cards: Formal reports of scholastic attainment are 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.
- Please contact administrative assistant, Mrs. Kathy Janosik, for assistance with Home Access Center logins.
- Bethel Park School District Policy [212 Reporting Student Progress](#)

## **Schedule Changes**

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Students must follow the proper procedures when making scheduling changes. Students should refer to the Course Selection Guide & consult with their school counselor for further guidance regarding any changes.

## STUDENT SERVICES

### **College Application Procedure**

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College applications are submitted through the Naviance program which can be found on the website at <https://www.bpsd.org/naviance0171.aspx>. Contact Jamie Quinn in the Guidance Office at (412)854-8595

### **Counseling Services**

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

Counselors are available to talk with students; however, students should not visit the counselor without prior approval from their academic teacher or without making a pre-arranged 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**

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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. They should be referred to your child's physician.

### *STATE MANDATED EXAMINATION*

The Bethel Park School District policy 209 [Health Examinations/Screenings](#), 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*

According to policy 209 [Health Examinations/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          | *Conjunctivitis (Pink Eye)  |
| *Covid 19  | *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) |                    |                             |
| *Rubella (German Measles)  |                    |                             |

### *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>.

Please see Bethel Park School District Policy [203 Immunizations & Communicable Diseases](#).

### *EMERGENCY INFORMATION*

Emergency information is needed in order to quickly contact you, or someone you designate, when a serious illness or injury happens. It is vital that the emergency information is completed for use in both of these offices and updated throughout the year. Emergency information is to be completed and updated through the Home Access Center (HAC).

### *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 to

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
- Medication forms can be accessed and updated through the student portal. Further information regarding this portal can be found [here](#).
- 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 Bethel Park School District Policy [210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors](#)

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. Bethel Park School District Policy [210 Use of Medications](#)

### *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.

*\*Please refer to the following Bethel Park School District policies regarding Health Services:*

[209.1 Food Allergy Management](#)

[209.11 Head Lice](#)

[209.12 Severe Allergic Reactions](#)

[209.2 Diabetes Management](#)

[203.1 HIV Infection](#)

## Media Center/Academic Hub

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

- A student is responsible for all materials checked out in his/her name.
- Borrowing time for material varies from overnight to three (3) weeks.
- Materials checked out on an overnight basis must be returned before school on the next school day.
- Overdue materials are subject to a fine of five (5) cents per day. The fine for overnight materials is ten (10) cents per day.
- Check-out privileges are suspended until fines are paid.
- Students must complete the check-in and check-out procedure when utilizing the Media Center.

## Scholarships

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The Counseling Department will assist any student in applying for scholarship aid. Scholarships will be posted on the website at <https://www.bpsd.org/hsScholarships.aspx>, announced in the daily bulletin & posted in the Naviance program. Questions may be directed to Jamie Quinn in the Guidance Office, (412)854-8595.

## Student Assistance

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In coordination with policy [236 Student Assistance Program](#), Bethel Park High School operates a Student Assistance Team composed 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. [SAP Referral Forms](#) can be found on the high school website. All referrals remain confidential

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

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Bulletins which contain Registration Forms are available in the Counseling Office or under the counseling page on the BPHS website. 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)854-8595 for additional information.

**PSAT Test Date (Juniors pay here <https://eservicespaas.com/public/events/bethelpark>)**  
Tuesday, October 25th, 2022

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

August 27, 2022	March 11, 2023
October 1, 2022	May 6, 2023
November 5, 2022	June 3, 2023
December 3, 2022	

**Advanced Placement (AP)**

**Examinations Dates**

(Monday through Friday)  
May 1 - 5 and May 8 - 12, 2023

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

September 10, 2022	February 11, 2023
October 22, 2022	April 1, 2023
December 10, 2022	June 10, 2023
	July 15, 2023

## Work Release

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High school students involved in the school-sponsored work experience programs may be dismissed prior to the end of the regular school day when special arrangements, including 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.

## 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 on the BPHS website or through the Activities Office.

## CODE OF STUDENT CONDUCT DISCIPLINE CODE

### Student Attendance Infractions

Discipline for attendance violations (class cuts, compulsory attendance laws, etc.) will be addressed through the Attendance Procedures as outlined within this handbook per policy [204 Attendance](#). 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, through policy, 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:

**Detention**

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Student detentions are assigned and to be served during lunch periods and/or after school. Teachers have the right to assign student lunch detentions and/or may 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.

- P.M. detention is held from 2:45 pm. - 3:45 pm. (Tuesdays & Thursdays)
- Lunch detention during student lunch period (periods 5,6 or 7)
- Saturday detention from 8:00 AM -11:00 AM

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 including cell phones are not permitted.
- Failure to report to assigned detention automatically results in further discipline

**Out of School Suspension**

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

The student is responsible for any assignments missed during the suspension. Students who are suspended must arrange to receive assignments. [Policy 233 Suspension & Expulsion](#)

**Expulsion**

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Expulsion is an exclusion from school for a period exceeding ten (10) school days and may be permanent. The School Board or a Committee of Board Members may hold a hearing and make the final decision regarding expulsion. During the time of the original 10 day suspension a stipulated adjudication may be written and agreed upon by the Board of School Directors, Superintendent, parents and student in lieu of a School Board hearing. [Policy 233 Suspension & Expulsion](#)

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 are not permitted on school property or to attend school functions unless specific administrative approval is given.

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

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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 using SOTD's are required, during instructional day, to access the internet via the district's content-filtered Wireless Network. See policy [815.2 Educational Use of Student Owned Technology Devices](#) & [237 Electronic Devices](#)

## **LEVELS OF OFFENSES AND CONSEQUENCES**

### **LEVEL I**

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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 and/or teacher
- After school or lunch 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**

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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 due to Level I options failed to correct the problem.

#### **PROCEDURES**

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

CONSEQUENCE OPTIONS - Discipline at Level II is progressive and potentially cumulative based on the severity of the infraction and at administrative discretion. Discipline may include:

- Detention(s): Lunch, After-School, Saturday

- Student loses privileges for participation in sports, extracurricular activities, and dances (including Prom) for a month; student loses parking privileges for a month
- Parking Pass Revoked - up to one full academic year without refund
- Out of School Suspension
- Possible referral to alternative education placement
- 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 academic year for an SOTD violation

### **LEVEL III**

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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 or designee investigates the incident and confers with the appropriate staff.
- The incident is documented.
- The principal or designee 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 - Discipline at Level III is progressive and potentially cumulative based on the severity of the infraction and at administrative discretion. Discipline may include:

- Out of School Suspension (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 up to 1 academic year

## **LEVEL I VIOLATIONS**

### **Accessory to a Violation**

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Students who serve as an accomplice to 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**

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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

### **Cheating/Plagiarism**

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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**

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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 for more than 10 minutes, it will be considered a class cut, and the student will be referred to the principal.

### **Classroom Disturbance**

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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**

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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. Policy [224 Care of School Property](#)

### **Distribution or Posting of Information**

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All surveys, advertisements, announcements, publications, audio-visual materials and other forms of public communication intended for student distribution must have prior written administrative approval. Policy [235.1 Surveys](#) and [220 Student Expression Distribution & Posting of Materials](#)

### **Dress Code**

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Appropriate student dress and good grooming affect the efficient and orderly operation of the school. Basically, students must wear appropriate attire. Garments must not violate the dress code while standing, moving, bending or sitting. Any violations of the dress code are referred to an administrator. Students are required to correct the violation dress by changing it before returning to class.

- At no time should undergarments or private areas be seen.
- Students may not wear group colors or insignias, including bandanas and gang-related clothing.
- 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 or dress.
- Students may not wear any object that may be used as a weapon (ie. wallet chains, spikes, fish hooks, etc.).
- It is recommended that hats should not be worn in the classroom at the high school level. Hats worn on school property are considered clothing and are subject to the dress code guidelines. Hats are not permitted at the middle and elementary levels in the classroom.
- For security reasons, hoodies may not be worn over the head inside the school building.
- For safety reasons, Heely shoes (with wheels) are not permitted at any school. Also, for safety reasons, students are encouraged not to wear items such as flip flops, platform shoes, or spike heels to school.

- At minimum, all tops must have a strap over the shoulders and cover the body from armpit to armpit. The tops must also cover the stomach, back and sides while standing or sitting. Undergarments should not be showing.
- Shorts must have a minimum 3” inseam. Undergarments and private areas are not to be exposed at any time.
- Skirts should not expose undergarments or private areas when standing, moving, bending or sitting.

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 administrative approved student dress days that may provide exceptions to the above (Spirit Week, Homecoming, or Red Ribbon Week etc.)

### **Driving**

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Driving to school is a privilege, not a right. Parking passes will be revoked for infractions. Students may not park in lots at Purkey 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. Policy [223 Use of Bicycles & Motor Vehicles](#)

### **Electronic Devices – Educational**

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Student use of electronic devices which are used for instructional or educational purposes may be used in classes with the teacher’s prior permission. **Classroom teachers will decide what devices may be used, when they may be used, and how they may be used in the classroom.** Students may not use any of these devices for recording purposes. Students who use such devices for entertainment or communication purposes or in any non-educational manner will have the device confiscated and held in the office until a parent picks up the device or the student completes the discipline assigned. Educational devices include, but are not limited to, laptops, PDAs, and calculators. Within the ever-changing world of technology, it may at times be appropriate to use other electronic devices for educational purposes. Bethel Park School District is not responsible for any educational electronic device brought to school by a student. Policy [815 Acceptable Use of Internet, Computers & Network Resources](#), [237 Electronic Devices](#)

### **Electronic Devices – Entertainment**

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Student use of electronic devices for entertainment purposes are prohibited upon arrival on school property. Devices may be used after the end of the school day. Electronic entertainment devices are often stolen. It is highly recommended that students do not bring these devices to school. The school is not responsible for any electronic entertainment devices. Devices that are seen or heard will be confiscated and held in the high school office until a parent picks up the device or until the student completes the discipline assigned. Entertainment devices include, but are not limited to, earbuds, cellphones, and video games. [815.2 Educational Use of Student-Owned Technology Device](#), [237 Electronic Devices](#)

### **Failure to Serve detention**

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Failure to serve detention automatically moves to Level II and results in appropriate discipline.

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

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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 Transportation – Video/Audio Recording](#) authorizes the use of video and audio recording equipment on district school buses and school vehicles.

- 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)**

Bethel Park School District Policy [815.2 Educational Use of Student Owned Devices](#)

- 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.
- SOTD may be confiscated

### **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):**

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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**

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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. Please see policy [246 School Wellness](#) for more information.

### **Unsafe Behavior**

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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**

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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)**

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Student use of communication devices is prohibited upon arrival on school property. Cell phones must be turned off. Devices that are seen or heard will be confiscated and held in the office. Cell phones may be used after the school day. The parent/guardian may pick up the confiscated device in the office or the student may pick it up after completing the assigned discipline. Communication devices include cell phones or any other electronic device deemed by the administration to fall into this category. Additionally, for repeated violations, a student will be restricted from school activities for five days and be assigned additional detentions. Policy [237 Electronic Devices](#)

### **Computer Usage and Internet Usage**

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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. Please see policy [815 Acceptable Use of Internet, Computers & Network Resources](#)

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 class, where the successful completion of the course is based upon computer usage during class, will be withdrawn from the course.

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### **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.

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### **Gaming**

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

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### **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](#)

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### **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](#)

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### **Incendiary Devices**

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

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### **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.

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### **Leaving School Grounds**

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

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### **Physical Altercation**

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

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

Bethel Park School District Policy [815.2 Educational Use of Student Owned Devices](#)

- 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**

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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**

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

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

### **Tobacco Products**

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Students' possession or use of tobacco products, including 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 & Vaping Products](#)

### **Trespassing**

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

## **LEVEL III VIOLATIONS**

### **Alcohol and Drugs**

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Possession, sale or use of alcohol or drugs on school district property or during school-sponsored activities is prohibited. Refer to Bethel Park School District [Policy 227](#)

### **Assault**

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

### **Disorderly Conduct**

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

## **Extortion, Blackmail, Coercion**

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

## **False Fire Alarms**

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

## **Fires**

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

## **Harassment: Physical or Sexual**

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According to Board policy, physical or sexual harassment is a Level III violation. See definitions under Level III violations. See Bethel Park School District policy [249 Bullying/Cyberbullying](#) and [103 Discrimination/Title IX Sexual Harassment Affecting Students](#).

## **Indecent Exposure**

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

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

Bethel Park School District Policy [815.2 Educational Use of Student Owned Devices](#)

- 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**

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Threats (verbal, written or gestured) to school district employees and/or students are not tolerated. For severe, serious, or terroristic threats, such as bomb threats. See Bethel Park School District policy [218.2 Terroristic Threats](#)

## **Vandalism**

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

## **Weapons**

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Any student found in possession of a weapon during school hours or during school-sponsored activities held on or off school property will immediately be reported to the local police. [Policy 218.1 Weapons](#)

## RESPONSIBILITY TRAINING

### **Mission**

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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**

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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**

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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**

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#### **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/Administrative Office 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. 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.

**School Board Policies** (*The following are Links for School Board Policies outside of Pupils. These and all other board policies can be found at <https://go.boarddocs.com/pa/bthl/Board.nsf/Public>*)

103	<a href="#">Discrimination/Title IX Sexual Harassment Affecting Students</a>
103.1	<a href="#">Nondiscrimination – Qualified Students with Disabilities</a>
104	<a href="#">Discrimination/Title IX Sexual Harassment Affecting Staff</a>
105.1	<a href="#">Selection of Instructional Materials and Resources</a>
805.1	<a href="#">Relations with Law Enforcement Agencies</a>
806	<a href="#">Child Abuse</a>

808	<a href="#">Food Services</a>
810	<a href="#">Transportation</a>
810.2	
815	<a href="#">Acceptable Use of Internet, Computers, &amp; Network Resources</a>
815.2	<a href="#">Educational Use of Student Owned Technology Devices</a>
904	<a href="#">Public Attendance at School Events</a>
906	<a href="#">Public Complaint Procedures</a>

**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)

## ADDENDUM – SCHOOL BOARD POLICIES PUPILS

All School Board Policies can be accessed at <https://go.boarddocs.com/pa/bthl/Board.nsf/Public> or by clicking the links below.

<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: 20px;">Attachment Administrative Guidelines Use of Medications for Approved District Field Trips</p> <p style="padding-left: 20px;">Attachment Administrative Guidelines Use of Diastat in a School Setting</p> <p>210.1 Possession/Administration 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: 20px;">Attachment Student Records Management</p> <p>216.1 Supplemental Discipline Records</p> <p>217 Graduation Requirements</p> <p style="padding-left: 20px;">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>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>236.1 Threat Assessment</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: 20px;">Attachment - Requirements for Field Trip Absences</p> <p style="padding-left: 20px;">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: 20px;">Attachment - Report Form For Complaints Of Hazing</p> <p>249 Bullying/Cyberbullying</p> <p style="padding-left: 20px;">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>
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**DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/  
HAZING/DATING VIOLENCE/RETALIATION  
REPORT FORM**

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from bullying, hazing, dating violence, sexual harassment and other discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Retaliation Prohibited**

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

**Confidentiality**

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

*Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.*

**I. Information About the Person Making This Report:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
School Building: \_\_\_\_\_

I am a:

- Student  Parent/Guardian  Employee  Volunteer  Visitor  
 Other \_\_\_\_\_ (please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: \_\_\_\_\_

The alleged victim is:  Your Child  Another Student  A District Employee

- Other: \_\_\_\_\_ (please explain relationship to the alleged victim)



**II. Information About the Person(s) You Believe is/are Responsible for the Bullying, Hazing, Harassing or Other Discrimination You are Reporting**

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

**The reported individual(s) is/are:**

Student(s)  Employee(s)

Other \_\_\_\_\_ (please explain relationship to the district)

**III. Description of the Conduct You are Reporting**

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?  Yes  No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I affirm that the information reported above is true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Signature of Person Making the Report

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**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 discrimination 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

**Dr. Zeb Jansante**  
**Assistant Superintendent for Administration**  
**BETHEL PARK SCHOOL DISTRICT**  
**301 Church Road Bethel Park, PA 15102-1696**  
**(412) 854-8655**  
[jansante.zeb@bphawks.org](mailto:jansante.zeb@bphawks.org)

# **Bethel Park High School**

## **2022-23 Bell Schedule**

	<b>Regular</b>	<b>Transition</b>	<b>2 - Hour Delay</b>
<b>Homeroom</b>	<b>7:25 - 7:34</b>	<b>7:25 - 7:34</b>	<b>9:25 - 9:31</b>
<b>Period 1</b>	<b>7:39 - 8:20</b>	<b>7:39 - 8:14</b>	<b>9:36 - 10:04</b>
<b>Period 2</b>	<b>8:25 - 9:06</b>	<b>8:19 - 8:54</b>	<b>10:09 - 10:37</b>
<b>Period 3</b>	<b>9:11 - 9:52</b>	<b>8:59 - 9:34</b>	<b>10:42 - 11:10</b>
<b>Period 4</b>	<b>9:57 - 10:38</b>	<b>9:39 - 10:14</b>	<b>11:15 - 11:43</b>
<b>Transition</b>	<b>-</b>	<b>10:15 - 11:02</b>	<b>-</b>
<b>Period 5</b>	<b>10:43 - 11:24</b>	<b>11:07 - 11:42</b>	<b>11:48 - 12:16</b>
<b>Period 6</b>	<b>11:29 - 12:10</b>	<b>11:47 - 12:22</b>	<b>12:21 - 12:49</b>
<b>Period 7</b>	<b>12:15 - 12:56</b>	<b>12:27 - 1:08</b>	<b>12:54 - 1:22</b>
<b>Period 8</b>	<b>1:01 - 1:42</b>	<b>1:13 - 1:48</b>	<b>1:27 - 1:55</b>
<b>Period 9</b>	<b>1:47 - 2:28</b>	<b>1:53 - 2:28</b>	<b>2:00 - 2:28</b>