

Neil Armstrong Middle School

5th and 6th Grades



Bethel Park School District
5800 Murray Avenue
Bethel Park, PA 15102

Kenneth Patterson, Principal
Sheryl Kremer, Assistant Principal

Important Contact Information	
Main Office Number	412-854-8751
Main Office Fax	412-833-5029
Enrollment	412-854-8756
Principal	412-854-8751
Assistant Principal	412-854-8756
Health Office	412-854-8522
Cafeteria	412-854-8754

Message from the Principal

The Mission of the Bethel Park School District is 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. Neil Armstrong Middle School (NAMS) strives to provide students with the tools necessary to make the critical transition from Elementary to Middle School.

I would like to stress the importance of communication between the home and school. Please review this handbook with your child. The handbook has been prepared for you to use as a resource, but if you have any other questions, please take the time to contact us.

School Hours

Student hours are 8:05 a.m. – 3:05 p.m. Buses begin unloading in the morning at 8:00 a.m. Walkers or students riding to school should arrive between 7:55 a.m. and 8:05 a.m. Supervision is not provided before 8:00 a.m. and students should not be in the building before 8:00 AM unless special supervisory arrangements have been made with a staff member.

AM Arrival / PM Dismissal of Students

All vehicles entering NAMS between the hours of 7:30-8:30 a.m. and 2:30 - 3:10 p.m. will be required to abide by our **ONE WAY** traffic pattern. All vehicles should enter from Murray Avenue. From 7:30 a.m. - 8:30 a.m. and 2:30 p.m. – 2:50 p.m. vehicles will be required to remain on the left as they pass in front of the school to the crosswalk. At no time should any vehicle enter the bus lane. Parents/Guardians dropping students off may do so at the crosswalk. Students should proceed to walk up the pathway to the main entrance of NAMS. Parents/Guardians picking students up at dismissal are required to park in the parking lot at the top of Murray Avenue above the school. No vehicles are permitted to drive in front of the school from 2:50 p.m – 3:15 p.m. Students who walk or ride daily may bring one note in at the beginning of the year and proceed to the parking lot or home at dismissal. Day to day dismissals must have a note and the parent/guardian must sign their child out in the office.

Visitors to the Building

We welcome all visitors to NAMS and hope that your visit will be a pleasant and informative one. All visitors must enter the main entrance of NAMS. It is required that all visitors be buzzed into the building. You will be required to produce photo identification to gain access to

the building. A driver's license or school issued volunteer identification will suffice. Upon entrance, ALL visitors must report directly to the main office. A secretary will provide you with a visitor's pass or address any other issues you may have. Visitors must wear the pass while in the building.

School Closings, Delays and other Emergency Notifications

Keeping parents informed is a top priority of the Bethel Park School District, and we will be using the SCHOOL MESSENGER Notification Service to send telephone and/or email messages to parents and/or employees to notify them of things such as school delays or cancellations due to inclement weather. Parents will be notified by phone when the district makes the decision to close or delay. SCHOOL MESSENGER can also be used to remind parents of upcoming events at school. But most importantly, in an emergency, SCHOOL MESSENGER has the capability to launch 12,000 phone calls a minute. In an emergency, SCHOOL MESSENGER has the capability to call up to five phone numbers per student. SCHOOL MESSENGER also has the capability to send out email messages to up to five email addresses per student. We hope you will agree that SCHOOL MESSENGER is another way the district can keep parents up to date.

The following procedures will take effect for a delayed opening:

1. **One-hour Delay:** Bus riders should arrive at their stops one hour later than normal. Walkers should delay their arrival to school one hour later than normal.
2. **Two-hour Delay:** Bus riders should arrive at their stops two hours later than normal. Walkers should delay their arrival to school two hours later than normal.
3. Once school has started, it will continue through the normal day unless direction to the contrary comes from the Administration Office. There will be **NO** extension of the school day.
4. **Emergency Closings:** In the event schools would be forced to close once the students arrive due to emergency situations, information regarding the closing will be broadcast via School Messenger and other designated radio/television services. Parents or students may call the district HOTLINE at 412-854-8407 to learn if there is a delay or cancellation or obtain this information through the district website at www.bpsd.org.

Contacting Your Child During School Hours

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

Use of Building

The building principal is responsible for the use of the building. Organizations interested in using the facilities should complete the online facilities request form available at bpsd.org. It must be noted that school or school-related groups are given preference in the use of building facilities. Rental payments and insurance provisions are necessary as specified by School Board Policy.

Requests for Homework

If your child has been absent for three days or will be absent for multiple days, please request homework by 7:45 a.m. by calling 412-854-8751. Office staff members will contact teachers and ask that homework be sent to the office for pick-up at the end of the day.

For absences of 1 or 2 days, please call your child's homework hotline number (provided by the teacher) or check your child's eSchoolPlus account.

Grading Procedures

Progress reports, daily grades and report cards are now all available on the Home Access Center of eSchoolPlus via: <https://bpk-hac.eschoolplus.powerschool.com/homeaccess/account/login>. Every effort is taken to assure an accurate evaluation of each child's progress is in place. Teachers use a variety of tools to evaluate their students. These tools include:

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

The following numerical scale is used in assigning letter grades:

90 – 100%	A (outstanding)
80 - 89%	B (above average)
70 - 79%	C (average)
60 - 69%	D (less than satisfactory)
59 – Below*	F (much improvement needed)

* The usual percentage range for an “F” is 50-59%. However, when the teacher has determined that a student has failed to put forth a sincere effort to achieve, a percentage grade lower than 50% may be given.

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

Report Cards

A report card is posted on eSchoolPlus for students each nine weeks. The report is based on the student's cumulative work during that report period.

Progress of Your Child

Parents whose children attend NAMS have electronic access to their child's academic progress through eSchoolPlus. Parents are encouraged to go to eSchoolPlus. The website will guide you through the process. Once an account is activated, parents can see their child's interim grades posted for the 2nd, 4th, 6th and 8th weeks each quarter for assignments, tests and quizzes, as well as attendance and final report card grades. Paper copies of progress notices are no longer sent home. Parents who have difficulty accessing eSchoolPlus can contact the office at 412-854-8756 or 8751. We encourage all parents to stay up to date with their child's progress via eSchoolPlus. Parents who do not have access to the Internet can do so at the Bethel Park Library. Librarians are available to assist.

Retention

Elementary (K-6): A pupil may be retained with the recommendation of the classroom teacher. However, no pupil will be required to spend more than eight (8) years in the elementary grades (K-6). Students who fail two (2) or more of the major subject areas (in grades 5-6: math, reading, language arts, social studies, or science) may be retained at their current grade level.

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

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

Homebound Instruction

Homebound instruction is provided by the Bethel Park School District when a physician certifies that a student will be absent from school for more than 10 days. Requests for this special instruction must be made to the school principal by the child's parents/guardians.

Testing Program

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

PSSA

In 1999, Pennsylvania adopted academic standards for Reading, Writing, Speaking and Listening, and Mathematics. These standards identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations. The annual Pennsylvania System of School Assessment (PSSA) is a standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in 3rd, 4th, 5th, 6th, 7th and 8th grade will be assessed in ELA and Math. Every student in 4th and 8th grade will be assessed in Science. Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities and supports, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning. Testing dates for the PSSAs are set by the PDE.

Should your child transfer to another school, the test information will be forwarded. The release of all school records is governed by the policy approved by the Board of School Directors. Should you wish to examine your

child's records, you may arrange to do so by making an appointment with the building administration.

District Practice for Placement in Reading and Math Support

Criteria for placement into middle school (grades 5-8) and high school reading support shall be based on a score of Basic or Below Basic on the PSSA and/or the present standard of scoring below grade level on a standardized test (MAT 8). Students scoring Basic or Below Basic in subsequent years will receive services for reading support. Sixth grade students who score BELOW BASIC or BASIC will be removed from their Intro to Foreign Language course in order to accommodate the need for this skill development. Fifth grade students will be pulled from their FLEX period.

We administer the PSSA Math Assessment to our fifth and sixth grade students. Students who score BELOW BASIC or BASIC Math will receive additional math support in order to improve their skills.

Assessment Tools to be used include: PSSAs, District Designed Curriculum Assessments, MAT 8, or other standardized tests.

Homework Tips

- Keep your planner with you throughout the school day.
- Write your assignments as they are given in the classroom.
- Be sure to check your planner near the end of the day for books and materials you will need.
- Ask your parent to help set up a study area. Have study tools, such as pencils, pens, ruler, paper, calculator and dictionary there.
- Make a time to study and do homework each day. If you don't have a specific assignment, review math facts, spelling words, or reread the social studies lesson. Read a library book.
- Get organized. Decide what to do first, second, third.
- Do long assignments in small parts.
- Have someone proofread your homework.

To access a homework hotline number, dial 412-833-5005, then the extension. Homework hotline numbers are listed below:

Voyager	7070
Eclipse	7031
Odyssey	7032

Support Programs

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

Speech Support	Vision Support
Remedial Reading	Gifted Support
Autistic Support	Life Skills
Learning Support	Social Work Services
Emotional Support	Physical Therapy
Occupational Therapy	Hearing Support
Psychological Evaluation	Instructional Support
Adaptive Phys. Ed	Student Support

School Nurse

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

State Mandated Examinations

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

Physician Examinations – Original entry into school, 6th and 11th grades.

Dental Examinations – Original entry to school, 3rd, and 7th grades.

Scoliosis Screenings – 6th and 7th grade.

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

State Mandated Health Screenings

Health Office personnel will conduct the following state mandated screenings:

- Height, Weight and Body Mass Index (BMI) – required annually in all grades
- Distance and Near Vision Acuity Screening – required annually in all grades

- Convex Lens, Color Vision, and Stereo/Depth Perception Screening – first grade and on entrance to school, if not done previously
- Hearing Screening – Kindergarten, 1st, 2nd, 3rd, 7th and 11th grades
- Scoliosis Screening – 6th and 7th 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 and/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 Infectious 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
- Conjunctivitis (pink eye)
- Encephalitis
- Fifth Disease
- Food Poisoning
- Head Lice (Pediculoses)
- Hepatitis
- MRSA (Methicillin Resistant Staphylococcus Aureus – invasive disease)
- Impetigo
- Influenza (Flu)
- Measles
- Meningitis
- Mumps
- Paratyphoid Fever
- Ringworm
- Rubella (German measles)
- Scarlet Fever
- Strep Throat
- Tetanus
- Tuberculosis
- Typhoid Fever
- Whooping Cough (Pertussis)

Immunization

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
 - 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
 - 2 doses of measles, mumps, rubella***
 - 3 doses of hepatitis B
 - 2 doses of varicella (chickenpox) or evidence of immunity
- *Usually given as DTP or DTaP or if medically advisable, DT or Td*
*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*
****Usually given as MMR*



ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

Emergency Sheet

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

Medication at School

Should your child require medication during school hours, you are welcome to come to the school and administer the medicine. You will also need the following:

- A doctor's written or faxed order
- Written permission from the parent
- A copy of the medication form can be found at <http://www.bpsd.org/Downloads/medication%20form%20update%202013.pdf>
- All prescription medicine must be in the prescription bottle that clearly states student's name, name of medicine, dosage, pharmacy name and phone number, and the direction for administration of the medicine
- All over-the-counter medicine must be in the original container that clearly states the name of the medicine, dosage, direction for administration, expiration date and the student's name written on the container
- It is preferred that all medicine is brought to the school health office by a parent/guardian or an adult designated by the parent/guardian. All medication will be locked in the health office. At the end of the school year, any remaining medication should be picked up by the parent/guardian, or adult designee or it will be destroyed.
- Students who have been prescribed an inhaler may carry the inhaler during the school day, provided that a written statement from the student's physician and parent is on file with the nurse stating that the student may carry and self-administer the inhaler. Please see the Asthma Policy at <http://www.bpsd.org/Downloads/210%201%20P%20session-Use%20of%20Asthma%20Inhalers%20and%20EpiPens3.pdf>

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 permission. This permission may be given on the bottom of the Emergency Sheet.

Illness and Injuries

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

Accident Insurance

The Board of School Directors has approved the sale of Accident Insurance to pupils enrolled in the public school. Parents/guardians are encouraged to carefully study the benefits offered by this voluntary program. To obtain a brochure, call or write a note to the school office.

Emergency Cards

It is imperative that the school is able to reach you to inform you of your child's illness or emergency situation. A Pupil Emergency Card asks for you to list home and work telephone numbers, email addresses, etc. One card is completed for the Health Office and one for the principal's office. It is also important to list friends or relatives living in the school area who have agreed to be contacted when you are not available. The information listed on the emergency card will also be used in the event of an emergency school closing through School Messenger. Please keep the card updated by notifying the school of any changes. Should special situations arise throughout the school year, please send a note to the school office.

Attendance

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

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

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches

seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency and local Magisterial District Judge(s) about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal, Attendance Officer, Home and School Visitor, and Bethel Park School Board shall be responsible for the implementation and enforcement of this policy.

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

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School

Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.

4. Ensure that students legally absent have an opportunity to make up work.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused / Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by

designated district staff during school hours for health-related reasons.

2. Obtaining professional health care or therapy service rendered by a licensed practitioner in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Non-school-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

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.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the

parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age children unable to attend school upon the recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of fifteen (15) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond fifteen (15) cumulative days shall require an excuse from a state licensed practitioner of the healing arts.

Unexcused / Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence via Phone messenger and Parent Portal.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed. During the period leading up to the scheduled School Attendance Improvement Conference, continued unexcused absences will continue to be recorded and they will continue to count towards the total number of total unexcused absences.

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:

- a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled. The citation may be filed by the School Resource Officer, Principal or other appropriate school district designee.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and School Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and School Board policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

*See Appendix A Flow Chart on page 22 in reference to attendance.

Bus Transportation

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

Every child who rides a bus must ride the assigned bus and get on and off at the assigned stop. No exceptions can be made unless the principal/principal designee has given approval.

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

Please review the following rules and regulations with your child:

BUS STOP

- Wait for the bus in an orderly manner. No pushing, arguing, throwing things, or fighting.
- Be respectful of private property at the bus stop. Do not trespass on anyone's property.
- Form a single file loading line while boarding the bus.
- Approach the bus only after it has come to a complete stop.
- Throwing snowballs is prohibited on school grounds, as well as at the bus stops and to and from the bus stop. Children throwing snowballs will be have disciplinary action taken.

ON THE BUS

- Remain in your seat at all times. Do not change seats.
- Keep hands, feet, and objects to yourself.
- Do not throw anything or litter.
- Use appropriate language.
- Do not bully other students.
- Do not touch anyone else's property.
- Keep the noise level down so the bus driver's attention is not distracted from the road and the residents from the community are not disturbed.

- Obey the driver's and crossing guard's instructions.
- Do not put arms, hands, or head out of the window of the bus.
- Do not play activities that require running or throwing things.
- Be respectful.

CONSEQUENCES

- First Offense: Referral to principal, warning, parent notification
- Second Offense: Referral to principal, assigned seat, parent notification
- Third Offense: Referral to principal, after school detention, parent notification
- Fourth Offense: Referral to principal, bus suspension for 1 week, parent notification
- Fifth Offense: Referral to principal, bus suspension for 1 month, parent notification
- Sixth Offense: Referral to principal, bus suspension for the year, parent notification

*Please note that consequences may vary depending on the severity of the infraction. **Nevertheless, parent notification will accompany every bus issue.

UNLOADING THE BUS

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

The safety of students being transported to school is a priority. For disciplinary and security purposes, BPSD Board Policy 810.2 authorizes the use of video and audio recording equipment on district school buses and school vehicles. To review the specific language of the full policy, go to our online Board Policy Manual.

Food Service

NAMS has its own cafeteria, which serves a nutritious type "A" lunch approved by the United States Department of Agriculture. Students who carry their lunch may purchase milk. Snacks may also be purchased. Reduced and free lunches are provided to children who qualify according to federal government guidelines.

BPSD "CHARGE" POLICY

We do realize there are occasions when money is forgotten or lost and students have to borrow money for lunch. While we feel it is very important for all students to eat a nutritious lunch, we do have to set some limits regarding borrowing. Students who borrow are expected

to bring in the money the next school day. It is important for students to understand that borrowing carries with it the responsibility for repayment. Borrowing will be limited to \$7.00, and lunch will not be provided after the \$7.00 limit is reached. Our policy is designed to increase the student's responsibility as they get older, hence, there are different policies for elementary schools, middle schools and the high school.

How does it work? Students enter their Student Identification Number on the pin pad after selecting their meal. The student name, picture (security feature) and account balance appears on the screen for the cashier to view and complete the transaction.

How can I put money in my child's account? Parents may send a check (payable to the BPSD Cafeteria Fund), as a convenience to parents you can pay by credit card on line using "**PayForIt.net**" or send cash. There are many features to website that are available to you as parents.

Can I check my child's balance or what they eat? Yes, by setting up an account through the website you can view your child's account from home. There is no fee to set up an account. You can call your school cafeteria and request a balance or history.

NAMS

- No ala carte charges for food or beverages are permitted.
- Students who owe a debt may not charge a tier lunch.
- Parents are notified through School Messenger, with an automated phone message, when your child has a negative balance of \$5.00 or more. Payment should be made immediately upon notification.
- Delinquent accounts may result in loss of club and after school activities at NAMS.

<u>Prices-</u>	
Breakfast	\$1.65
Regular Lunch	\$2.60
Tier Meal Lunch	\$3.15

Cafeteria Phone – (412)854-8754

LUNCH PROCEDURES

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

- Walk at all times.
- Line up in single file, no "cuts."
- Remain seated while you eat.

- Raise your hand if you need to get up or if you need help.
- Speak softly.
- Keep your table and the nearby floor area clean.
- Use proper table manners.
- Show respect to all adults and students.

OUTDOOR/PLAYGROUND RULES

- Move and act in a safe manner.
- Show respect to all adults and students.
- All balls and play equipment must be "teacher approved."
- Return school equipment to the storage bin.
- Line up promptly at the door when called.
- Stay in the designated play area.
- Indoor and Outdoor playground/recess expectations will be covered by the teachers and principals on lunch duty.

Use of Backpacks

Students at NAMS are encouraged to use backpacks to carry their books and supplies to and from school. However, once students arrive at school, they are to store their backpacks in their lockers. Backpacks in the hallways pose a safety problem due to their size and weight. Carrying backpacks to class also invites students to carry items that are inappropriate. Backpacks on wheels that do not collapse do not fit in our lockers.

Valuable Items

Students should not bring valuable items or large sums of money to school. Items such as cell phones, Ipods and MP3 players are not permitted to be used during school hours. The school is not responsible in any manner for items lost by students.

Lockers

Each student will be assigned a locker. Each student is responsible for keeping his or her locker neat and clean. No food should be left in the locker overnight. Do not kick your locker. If you damage your locker you will have to pay to have it repaired. If your locker becomes jammed, please notify an adult so that it may be rectified. Lockers are the property of the school district. Students may not share lockers or open lockers belonging to other students. The administration has the right to inspect a locker at any time. Parents will be notified concerning any problem that may occur. Students are not permitted to have locks on their lockers. The district assumes no responsibility for the security of items stored in lockers.

Locker Searches

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

Student Transfers

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

- Your new address
- Name of new school
- School address
- Date of withdrawal
- Completed withdrawal form with grades and teacher signatures

Library

Students are permitted to borrow library books for a period of three weeks. Books may be renewed. A fine of 5 cents a day per book will be charged for overdue materials. Fines do not include days the school is closed, or a student is absent. If a student loses a book, he/she must pay the full current purchase price. Failure to pay fines or for lost books will result in the loss of library privileges.

Books and Equipment

Each pupil is responsible for the proper care and return of all books and equipment that are received from the school. Payment must be made for lost and damaged books and equipment. These obligations follow the students to high school graduation.

Lost and Found

Our main lost and found area is located in the corner of the cafeteria. There is also a box in the gym. Please have your child check these areas for any missing items. Please mark your child's name somewhere on every item brought into the school, such as backpacks, lunchboxes, coats, etc. Unclaimed items will be donated to charities.

Most school buses also have lost and found boxes.

Parent/Teacher Organization

NAMS has a Parent/Teacher Organization (PTO). The PTO has been the cornerstone of an excellent relationship between the school and home. They are very active in supporting many of the activities for the children. We urge you to contact the school for more information regarding membership and participation. More information can be found at <http://www.namspto.com/>.

Public Relations Releases

Our students' pictures or articles about students' accomplishments are periodically featured in school district newsletters, our calendar, local newspapers or on television. Sometimes names are included in captions or in articles. If you do not wish your child to be photographed or named for public relations efforts such as newspapers or television complete and return the "DO NOT PHOTOGRAPH" form http://www.bpsd.org/Downloads/BPSD_Denial_of_Permission_to_Photo Interview_My_Child_Fillable3.pdf.

Student Room/Team Assignments

Bethel Park School District policy is that room and team assignments are made by teachers and principals. We understand that parents are concerned about which teachers work with their children, but ask parents to understand that special requests to place students in specific rooms create an impossible situation for school personnel, especially when hundreds of pupils are involved.

Please do not request specific teachers or teams. If a crucial academic or social problem exists, then a conference with the principals should be arranged.

Student Expectations/Rules

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
- We will be prepared to learn.
- We will follow school rules and adult direction.
- We will respect ourselves, others, and our school environment.
- We will keep our hands, feet, and objects to ourselves.
- We will be positive and do our best.
- We will act safely and use materials appropriately.
- We will accept responsibility for our actions and attitude.

Safety/Security Drills

Your child will be participating in a variety of drills throughout the school year. These may include fire drills, evacuations, and lock downs. This process has been implemented district wide and is part of the Safety and Security Plan. The ALICE program (<http://www.alicetraining.com/>) drives our current safety and security protocols.

Weapons Policy

Any student found in possession of or transporting a weapon during school hours or activities on school property, *regardless of intent*, will immediately be reported to the local police. The student will be scheduled for an informal hearing, cited for a ten day out-of-school suspension, and presented to the School Board for a formal expulsion hearing in accordance with Pennsylvania School Code.

Weapon - the term shall include but not be limited to any: knife, cutting instrument, cutting tool; impact tool or weapon; firearm, shotgun, rifle; explosive devices; noxious chemicals; any tool, instrument or implement or a replica or facsimiles of these capable of inflicting serious bodily injury or disruption to the educational setting.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Please refer to BPSD Policy #218.1 for more information <http://www.bpsd.org/Downloads/218%201%20Weapons5.pdf>.

Procedures

Any professional staff member or school employee shall immediately inform the principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon:

- the local police
- the Asst. Superintendent and Superintendent
- the parents of any and all students involved in the incident

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the principle will immediately summon the police and request

assistance in this matter from the local police. Parents should be notified as soon as possible.

The principal will collaborate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel. The Superintendent will inform Board Members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

Investigation Responsibilities

The principal will coordinate the informal hearing procedure, e.g., investigation, securing written statements, witness statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code, with the assistance of the Assistant Superintendent and Director of Pupil Services.

Dating Violence

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner. The School Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy. Complaint Procedure When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal. The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

If a possible violation of the district's harassment policy

is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations. The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence. The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve.

The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program. A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

Tip Line

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

Discipline Code

Expectations for student behavior

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

Discipline Code Levels

The following descriptions of the three levels of discipline are progressive in nature and are developmentally appropriate for the age of the students in each grade. The procedures and consequences are used for discipline and for behavior modification. Levels for each violation reflect the minimum discipline that will be applied. The administrators reserve the right to use their discretion in evaluating cases and may discipline using more severe

consequences than the minimum stated in the code, especially in cases of persistent disobedience.

Additionally, students may be referred to the Student Assistance Team, Instructional Support Team, Student Support Team, or to the Alternative Education program. When an infraction is against the law, students will be cited according to the PA Crime Code. This discipline code applies to students on school property and at co-curricular or sports-related activities. These guidelines take into account that the school acts in loco parentis. Additionally, the following School Board policies and PA Crimes Code Violations support the regulations and discipline as outlined in this document:

School Board Policies: These can be found on the BPSD website under Administration/School Board:

- 204 Attendance
- 218 Student Discipline
- 218.1 Weapons
- 218.2 Terroristic Threats/Acts
- 220 Student Expression
- 221 Dress and Grooming
- 222 Tobacco Use
- 223 Use of Bicycles and Motor Vehicles
- 224 Care of School Property
- 225 Relations with Law Enforcement Agencies
- 226 Searches
- 226.1 Canine Searches
- 227 Controlled Substances/paraphernalia
- 233 Suspension/Expulsion
- 235 Student Rights/Survey
- 247 Hazing
- 249 Student Bullying/Harassment
- 252 Dating Violence
- 113.2 Positive Behavior Support
- 815 Internet Acceptable Use

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)
- Weapons(18 PA C.S. Sec. 912)

Detention

All proctor assigned detentions are issued by an administrator. Teachers and other personnel will send referrals for detention to the building 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 the

next scheduled detention. Teachers also reserve the right to assign a detention which requires students to stay after school with the teacher.

The following rules apply to detentions:

- Tardiness is considered an absence and students will not be admitted.
- Students must bring study materials to occupy them during the assigned detention.
- Any disturbance or lack of cooperation results in the student being sent home and the time spent in detention void.
- Sleeping is not permitted.
- Food, drink, radios, and electronic devices are not permitted.
- Failure to report to assigned detentions is treated as a level 1 offense the first time; a level 2 thereafter.

In-School Suspension

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

Out of School Suspension

Suspension is the exclusion of a student from school for a period up to ten (10) days. Any student who is suspended from school is not permitted on school property and may not attend or participate in any school sponsored activity for the duration of the suspension. The student is responsible for any assignments missed during the suspension. Students who are suspended must arrange to receive homework assignments.

Expulsion

Expulsion is an exclusion from school for a period exceeding ten (10) school days and may be permanent. The School Board or a Committee of Board Members may hold a hearing and make the final decision regarding expulsion. During the time of the original 10 day suspension a stipulated adjudication may be written and agreed upon by the Board of School Directors, Superintendent, parents and student in lieu of a School Board hearing. Any student who is expelled permanently from school is not permitted on school property and may not attend or participate in any school-sponsored activity for the duration of the expulsion.

LEVELS OF OFFENSES AND CONSEQUENCES

LEVEL 1

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 1 offenses will result in a level 2 disciplinary action.

LEVEL 1 Violations

Accessory to a Violation

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

Cheating/Plagiarism

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

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

Class Cut

A class cut shall be defined as an unexcused absence from a scheduled class. Students who choose to “cut” class will be issued a “0” for all work missed during that class and will be disciplined by their grade level principal in accordance with level 1 discipline. Multiple cuts will move this infraction to level 2. If a student cuts a class 4 times, the student may be removed from the class with loss of credit for the course. If a student comes unexcused to class more than 10 minutes, it will be considered a class cut, and the student will be referred to the principal.

Classroom/School Disturbance

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

Defacing or Misuse of School Property

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

Distribution or Posting of Information

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

Dress Code

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

- At no time should undergarments be seen. All holes in jeans should be at fingertip length.
- Students may not wear group colors or insignias, including bandanas and gang-related clothing that detract from the teaching/learning environment or that threaten the normal operation of the school.
- Students may not wear inappropriate clothing depicting drug, alcohol or tobacco usage or products, sexual innuendo or suggestive language.
- Students may not disrupt the teaching/learning atmosphere by hairstyle or dress.
- Students may not wear sleepwear, pajama bottoms, or lounge pants.
- Students may not wear chains or spikes.
- Hats should not be worn in the classroom. Hats are considered clothing and must not be offensive.
- For safety reasons, heely shoes (with wheels) are not permitted at any school. Students are not allowed to wear shower thongs, flip flops, or platform shoes.
- Tank tops/tank top dresses, halter tops/halter top dresses, and tops with spaghetti straps may not be worn unless under a shirt or sweater. Low-cut tops exposing the chest or shirts exposing the bare midriff are not permitted.
- The length of skirts and shorts should be below fingertip. When standing erect with your hands at your side, the length of the shorts or skirt should be below your fingertip.

Administration and faculty have the right to question a student's dress and take necessary action if an item is not specifically addressed above. Additionally, there are special approved student dress days that might provide

some exceptions to the above, like Spirit Week or Pajama Days.

Misconduct: Bus, Cafeteria, Sporting Events

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

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

Offensive/Profane Behaviors Including Language/Materials/Gestures

Any use of profanity or obscenity, written, verbal or nonverbal, including obscene, abusive, slanderous, disruptive and threatening language or gestures is unacceptable and will not be tolerated on school property. This could move to level 2 depending upon severity of the behavior or language.

Possession of Unacceptable Items

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

Public Display of Affection

Public displays of affection are inappropriate and not permitted.

Tardy to Class

- Students who are unexcused tardy to class for more than 10 minutes of the class period, will be referred to the principal.
- 1st and 2nd unexcused tardies will be dealt with by the individual classroom teacher. Options include conference with student, detention, forfeiture of opportunity to earn credit for missed

classroom activities/participation, and/or parental phone call.

- Upon the 3rd unexcused tardy, the student will be referred to the grade level 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 2. Such actions may also warrant a civil lawsuit by the injured party and a charge of disorderly conduct or simple assault.

Unauthorized Areas of Building (loitering):

Students who are in an unassigned area in a building or on school grounds without the consent of a staff member are in an Unauthorized Area. These areas include the following areas: behind buildings, in parking lots, in faculty rooms, in supply rooms, and in wooded areas adjacent to the school property. When students leave their assigned area, they must have a hall pass signed by a staff member and proceed directly to the specified destination. Students must obtain passes from destinations prior to a study hall in order to leave. Students who fail to have a hall pass are considered in an unauthorized area and are unexcused from class. Students must report to class and be excused by the classroom teacher before using a hall pass. Failure to receive prior teacher approval will be considered an unexcused absence from class.

Unauthorized Eating or Drinking of Candy/Food/Beverage

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

Unsafe Behavior

Any action or behavior that may cause harm or injury to self or to others is defined as unsafe. These behaviors include, but are not limited to the following: Shoving, pushing, running, jumping, throwing, tripping, giving "flat tires", wrestling, leapfrogging, and piggy-backing. "De-pantsing" will be treated as sexual harassment under Level 2 offenses.

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

Middle School - NAMS

- Confiscation of item/restitution
- Student conference with principal or teacher
- After School Detention or lunch detention
- Temporary withdrawal of privileges.

LEVEL 2

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 1 behavior and typically require the intervention of the principal because the execution of Level 1 options failed to correct the problem.

LEVEL 2 Violations

Communication Devices (Cell Phones)

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

Computer Usage and Internet Usage (See School Board Policy)

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

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

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

- Level 3 Computer Violation: Loss of computer/network privileges for the rest of the year. Students, who are enrolled in a computer dependent course, where the successful completion of the course is based upon computer usage during class, will be withdrawn from the course.

Forgeries

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

Gaming

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

Harassment/Bullying

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from bullying and harassment. Bullying activities of any type (whether active or passive) are inconsistent with the educational goals of the district and are prohibited at all times.

For the purpose of this policy, bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and that has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying or harassment can take many forms and can include a variety of behavior such as any intentional or repeated written, verbal, graphic, or physical gesture/act (including electronically transmitted acts) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Such behavior is considered harassment or bullying when it interferes with educational opportunities and/or school-sponsored activities of one or more pupils. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Cyberbullying includes, but is not limited to, misuses of technology which have the effect of harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee carried out by means of sending or posting inappropriate e-mail messages, instant messages, text messages, pictures, images or other text by means of computers or electronic devices. Inappropriate or derogatory use of personal profiles on web sites or other web site postings, etc. is also considered cyberbullying.

The terms bullying and cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

School setting shall mean in a school building, on school grounds, in school vehicles, at a designated bus stop or at any school-sponsored, supervised or sanctioned activity. Regardless of whether the bullying occurs in the school setting or outside the school setting, such bullying is prohibited if it impacts the school environment and otherwise meets the definition set forth above.

The Board does not condone any form of bullying as a part of any school sponsored student activity.

Students

Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and adults.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of bullying or harassment. Students should attempt to constructively stop these acts when possible and report them to an appropriate staff member.

Staff/Administrators

The Board directs that no administrator, teacher, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of bullying or harassment. Anyone having any knowledge of bullying or harassment of any type is required to immediately report such to the principal or Superintendent.

Superintendent

The Superintendent or designee may develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed within ninety (90) days after its adoption and thereafter at least annually with students.

District

District administration shall provide the following information with the annual Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of bullying prevention, intervention or education programs.

A student who witnesses or experiences an act of bullying should notify a school administrator or staff member.

A school employee who witnesses an act of bullying should intervene or report the incident to the designated administrator.

A school employee who receives information regarding bullying must report the incident to the appropriate administrator or bully prevention team in the school.

Administration will investigate the incident and proceed according to the district discipline code.

The Student Handbook and Code of Student Conduct will contain this policy and shall be disseminated annually to students.

The policy shall be accessible in every classroom and will be posted in a prominent location in each school building as well as on the district web site.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs will provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action, consistent with the student discipline code, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/therapy outside of school.
10. Referral to law enforcement officials.

Hazing

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

Incendiary Devices

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

Insubordination

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

Leaving School Grounds

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

Physical Altercation

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

Theft

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

Tobacco Products

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

Trespassing

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

Truancy: On-campus and Off-campus

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

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

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

Procedures

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

Consequence Options – Restitution is required. The discipline at level 2 is assigned dependent upon the number of violations and severity of the offense.

Middle School – NAMS

- 1st violation – after school detention
- 2nd violation – after school detention(s) and student conference with principal or teacher
- 3rd violation – In-school suspension and parent conference requested
- 4th violation – Out of School Suspension (OSS); principal priority meeting; parent conference; students may not participate in extracurricular activities for one month
- Administrative hearing
- Extended withdrawal of privileges
- School Resource Officer may intervene

LEVEL 3

Infractions at this level may include behavior previously addressed in Levels 1 and 2. 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.

LEVEL 3 Violations

Please refer to School District Policies for more information on the following violations.

Alcohol and Drugs

Possession, sale or use of alcohol or drugs on school district property or during school-sponsored activities is prohibited.

Assault

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

him/herself in a way that could reasonably cause physical injury to any person.

Disorderly Conduct

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

Extortion, Blackmail, Coercion

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

False Fire Alarms

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

Fires

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

Harassment: Physical or Sexual

According to School Board Policy, physical or sexual harassment is a level three violation.

Indecent Exposure

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

Threats

Threats (verbal, written or gestured) to school district employees and/or students are not tolerated.

Vandalism

This is the destruction of school property such as: software, educational material, equipment, furniture, buses, buildings and facilities. This is also the destruction of private/employee property on or off school grounds. Students are responsible for loss or damage and the

parent/guardian is held liable for incurred financial loss.

Weapons

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

Procedures

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

Consequence Options – One or more of the following will be used as consequences.

Middle School – NAMS

- Extended withdrawal or loss of privileges
- Out-of-school suspension; principal priority meeting; parent conference
- School Resource Officer intervention
- Referral to BP magistrate
- Referral to Superintendent

Student Owned Technology Devices

POLICY #815.2 EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES

The Bethel Park School District Policy 815.2, Educational Use of Student Owned Technology Devices (SOTDs) permits students to bring student owned technology devices to school for educational purposes. Students who wish to take advantage of this MUST have their parents read and complete the Internet Use and Electronic Device Consent Form and return it to school with their students. This form outlines the parameters for students to use their SOTDs in school and requires students to use the District's internet during the school day. If you have questions please contact your child's principal.

SOTD's Standards for Use

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

Students bringing SOTD's are required during the instructional day, to access the internet via the district's content-filtered Wireless Network.

Students may not use any of these devices for non-educational recording purposes. Recording may only be done in an instructional setting with teacher approval. The use of SOTD's for camera or motion picture recording is strictly forbidden at all times in restrooms, locker rooms, and swimming pool areas. Students who use such devices for entertainment or communication purposes or in any non-educational manner, without teacher/administrator permission, will have the device confiscated and held in the office until a parent picks up the device or the student completes the discipline assigned. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.

Bus drivers also retain management control over the use of SOTD's on the buses in relation to school board policy 815.2 Bethel Park School District is not responsible for any educational electronic device brought to school by a student.

Students and parents/guardians choosing to bring SOTD's into the district surrender the right to keep private any content on said SOTD. The District reserves the right to search SOTD's where reasonable suspicion exists that the device is being used without permission or inappropriately, and the student and student's parents/guardians agree that the District shall have such rights and there is no expectation of displaying picture content to peers when not authorized to do so, or attempting to text during unauthorized times.

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Authorized Use

Students are permitted to bring such devices to school. SOTD's should remain off and put away at all times during the school day, unless given authorization by a teacher or administrator.

Requesting a Special Education Student Evaluation

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

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

If an evaluation/re-evaluation is agreed to by the District and written parent or guardian consent is granted, the student evaluation will be completed and disseminated to the parent or guardian within 60 calendar days. At that time, the parent or guardian will be invited to attend a

multi-disciplinary or IEP team meeting to review the results of the report, ask questions to school personnel and to develop or revise an Individualized Education Program (IEP), if the child is found to be or continues to be eligible for special education services.

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

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

NON-DISCRIMINATION POLICY

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

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

Mr. Leonard Corazzi
Title IX Compliance Officer
301 Church Road
Bethel Park, PA 15102-1696
(412) 854-8404
(412)854-8430 (fax)
corazzi.leonard@bphawks.org

Unexcused Absences K - 6

