

# **BETHLEHEM-CENTER SCHOOL DISTRICT**



*BULLDOGS*

**2009-2010  
STUDENT PARENT HANDBOOK**

# BETHLEHEM-CENTER SCHOOL DISTRICT ALMA MATER



Let us sing the praises  
Of our dear old school,  
Where we strive for knowledge  
With our guide the Golden Rule.

To you, Alma Mater,  
Loyal will we be,  
And we'll tell our children  
Of your fame and majesty.

As years go by,  
You still will stand,  
Honored and beloved  
Throughout the land.

Always there to guide us  
Through the darkest night,  
Like a light beside us,  
B.C. spirit shining bright.

Words and Music by  
Emiren Battaglini

## Non-Discrimination Notice

Bethlehem-Center School District is an equal opportunity educational institution and will not discriminate in its admission procedures, educational programs, activities, or employment practices on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. For information regarding complaint procedures contact, Dr. Karen S. Downie, Superintendent, 194 Crawford Road, Fredericktown, PA 15333 (724) 267-4915.

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# WELCOME

On behalf of the board of school directors, the administration, teachers and staff, I would like to welcome you to the Bethlehem-Center School District. This handbook was prepared so that all students and parents can have a handy reference to information which is necessary for an understanding of the daily operations of our school. It is essential that all parents and students read the information contained in this handbook so there are as few misunderstandings as possible. If you have any questions relating to anything included in this handbook, please call or visit with the building principal.

At the end of this book, on page 65, you will find a form that I am requesting you to sign and return. It acknowledges that you have received the booklet and read and/or reviewed this handbook with your child. Please tear out and return the completed form to your child's teacher by September 4th. If your response has not been received by that date, we shall presume that you agree with and accept the policies and rules stated.

My best wishes are extended to you for a rewarding and educational school year.

Sincerely,

Karen S. Downie, D.Ed.  
Superintendent

## MISSION STATEMENT

*The mission of the Bethlehem-Center School District is to challenge the academic and social potential of all students through the cooperative efforts of the school community.*

**BETHLEHEM - CENTER SCHOOL DISTRICT**  
**[www.bc.k12.pa.us](http://www.bc.k12.pa.us)**

## EMERGENCY NUMBERS

Centerville Clinic M H	(724) 632-6801
Gateway/Vision (Drug/Alcohol)	(724) 228-0810
PA Child Abuse Hotline	1-800-932-0313
Mon Valley Hospital	(724) 258-2000
Crisis Hotline/Care Center	(724) 222-7150
Suicide Hotline	1-800-333-4444
Washington Communities Mental Health	(724) 225-6940
Whale's Tale	(724) 222-2902
Mon Valley Drug & Alcohol Program	(724) 684-8111
Teen Age Pregnancy & Parenting Project	(724) 228-7113
Rape Hotline	1-800-654-1211
Poison Center	1-800-955-9119
Runaway Hotline	1-800-621-4000

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# BETHLEHEM-CENTER SCHOOL DISTRICT ADMINISTRATION 2009-2010

**Dr. Karen S. Downie** - Superintendent  
Mrs. Brenda Rupert, Secretary  
Mrs. Marilyn Gallagher, Federal Programs Secretary

**Mr. Joseph A. Nepa** - Business Manager  
Ms. Betty A. Harbaugh, Fiscal Assistant  
Mrs. Marilou Webeck, Secretary

**Dr. Richard Martin** - High School Principal  
Mrs. Tara Bogol, Secretary

**Mr. William Henderson** - Middle School Principal  
Mrs. Deneen Gould, Secretary

**Mrs. Madeleine L. Rieger** - Elementary Principal  
TBA, Secretary

**Dr. Christine Winiarski** - School Psychologist/Director of Pupil Personnel  
Mrs. Opal Morris, Secretary

**Mr. Don Cox** - Automated Systems Coordinator

**Mr. Timothy Nelson** - Maintenance Supervisor

**Mr. David Findley** - School Police Officer

## ADDRESSES

### Central Administration

194 Crawford Road  
Fredericktown, PA 15333  
724-267-4910  
724-267-4904 (fax)

### High School

179 Crawford Road  
Fredericktown, PA 15333  
724-267-4944/ 45  
724-267-4907 (fax)

### Middle School

136 Crawford Road  
Fredericktown, PA 15333  
724-267-4935  
724-267-4937 (fax)

### Elementary School

194 Crawford Road  
Fredericktown, PA 15333  
724-267-4922  
724-267-4905 (fax)

District website: [www.bc.k12.pa.us](http://www.bc.k12.pa.us)

## **BOARD OF EDUCATION - 2009-2010**

**Mrs. Sandra Yohe** - President  
**Mr. Gary Ewing** - Vice President  
**Mrs. Denise Duvall** - Secretary  
**Mr. Wade Smith** - Treasurer  
**Mrs. Joan Caputo** - Board Member  
**Mr. Thomas Katruska** - Board Member  
**Mrs. Karen Drill** - Board Member  
**Mrs. Mary Mazeppa** - Board Member  
**Mr. Frank Mazeppa** - Board Member

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# ELEMENTARY SCHOOL STAFF

## 2009-2010

### **KINDERGARTEN**

Mrs. Brenda Ford  
Mrs. Marcia Hager  
Mrs. Renee Cross  
Mrs. Deborah Roberts  
TBA

### **FIRST GRADE**

Mrs. Alexis Shaw  
Mrs. Amy Jo Brown  
Mrs. Erin Beyer  
Mrs. Valerie Hess  
Mrs. Monica Bellicini

### **SECOND GRADE**

Mrs. Nancy Dunn  
Mrs. Karen Haiden  
Mrs. Susan Mazzaferri  
Mrs. Constance Tuomi  
Mrs. Marcie Valentino

### **THIRD GRADE**

Ms. Natalie Massimini  
Mrs. Nadine Ross  
Mrs. Anna Marie Lemmon  
Mrs. Sondra Rupnik  
Mrs. Darla Wilson

### **FOURTH GRADE**

Mrs. Beth LaBrasca  
Mrs. Carol Knizner  
Mrs. Beth Meyers  
Mrs. Lois Gayman

### **FIFTH GRADE**

Mr. James Meyers  
Mrs. Patricia Douglass  
Mrs. Susan Ratica  
Mrs. Amy Kanalis  
Mrs. Nicole Vuono

### **SPECIALISTS**

Mrs. Ellen Hasbrouck-Library  
Mrs. Janet Weeks-Art  
Mrs. Debra Young-Music/Chorus  
Mrs. Danita Miller-Physical Education  
Mr. David Pohill-Physical Education  
Mrs. Tawnya Monahan-Gillis -Music

### **SPECIAL EDUCATION**

Mrs. Janet Day-Speech Support  
Mrs. Earlene Finley-Gifted Support  
Mr. Allen Furgiuele-Learning Support  
Mrs. Jami Smith-Learning Support  
Mrs. Donna Anderson-Learning Support  
Mrs. Bobbie Braddock-Learning Support  
Mrs. Faith Bosnic-Life Skills

### **TITLE ONE**

Mrs. Angela Lipniskis-Reading  
Mrs. Julianna Pagac-Reading  
Mrs. Betty Rankin-Reading  
TBA-Reading  
Mrs. Marlene Bobish-Reading  
Mr. Michael Shargots-Math  
Mrs. Danielle Berdar-Math  
Mr. Leno Corazzi-Math

### **NURSE**

Mrs. Tracy Skariot

### **GUIDANCE COUNSELOR**

Mrs. Ann Dean Hart

### **SECRETARIAL/CLERICAL/SUPPORT STAFF**

Mrs. Kellie Wible  
Mrs. Gina Zibrida  
Ms. Nicole Findley

### **CAFETERIA STAFF**

Mrs. Barbara Moore  
Mrs. Joy Paroda  
Mrs. Mary Brady  
Mrs. Kelly Duricic  
Mr. Mike Sabarese

### **MAINTENANCE**

Mr. Lloyd Sweany

### **CUSTODIAL STAFF**

Mrs. Roberta Giovanelli  
Mr. Chris Sakel  
Mrs. Joyce Rudnick  
Mr. Andy Shandor  
Mr. Kazmeer Wolpink

### **ELEMENTARY SECRETARY**

TBA

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# **MIDDLE SCHOOL STAFF**

## **2009-2010**

Art .....	Ms. Caitlin Fulmer
Band/General Music .....	Mr. Kenneth Coffman
Cafeteria Staff .....	Mrs. Suzanne Binns
	Mrs. Patricia Ewing
	Mrs. Linda Lowden
	Mrs. Pamela Deever
Chorus/General Music .....	Mrs. Debra Young
Computer Science .....	Ms. Lisa Higinbotham
Custodial Staff .....	Mrs. Karen Bane
	Mr. John Kelley
	Mrs. Sue Knisely
English .....	Mrs. Julie Venick-Grade 6
	Mrs. Julie Gillogly-Grade 7
	Mrs. Jennifer Shimshock-Grade 8
Family & Consumer Science .....	Mrs. Beryl Jackson
Gifted Support .....	Mrs. Earlene Finley
Health/Physical Education .....	Mr. Andrew Medved
Kinesiology .....	Mrs. Larissa King
Learning Support .....	Mrs. Karen Munn
	Mrs. Bonita Weiss
	Mrs. Kathleen Crowthers
Library Science .....	Miss Pollyanna Swetz
Math .....	Mr. David Colditz-Grade 6
	Mrs. Joelle Lohr-Grade 7
	Mr. Stephen Beyer-Grade 8
Reading .....	Dr. Donna Talerico
Science .....	Mrs. Selena Yarosh-Grade 6
	Mrs. Tait Klein-Grade 7
	Mr. Edward Woods-Grade 8
School Counselor .....	Mrs. Cynthia Katruska
School Nurse .....	Mrs. Belinda Brova, R.N.
Social Studies .....	Mr. Heath Vavrek-Grade 6
	Mrs. Denise Fundy-Grade 7
	Mrs. Amy Romesburg-Grade 8
Secretarial/Clerical Support .....	Mrs. Juanita Sabrese
	Mrs. Margaret Felsner
Technology .....	Mr. Michael Ozohonish
Maintenance .....	Mr. Robert Sweany
Middle School Secretary .....	Mrs. Tara Bogol



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# **HIGH SCHOOL STAFF**

## **2009-2010**

Art .....	Mr. Frank Morgan
Computer Science .....	Mrs. Patricia Stanek
English/Language Arts .....	Mrs. Kathy Teagarden Mrs. Amalia Yuratovich Mrs. Shelly Sowers Ms. Lisa Kubik
Foreign Language .....	Mr. Ray VanSickle Mrs. Paula Lancas
Gifted and Talented .....	Mrs. Earlene Finley
Guidance Counselor .....	Mrs. Deborah Sabol
Learning Support .....	TBA Mrs. Jacqueline Righetti Mrs. Jennifer Paci Mr. Sean Virgili Mr. Rodney Hardy
Technology & Construction Mfg. ....	Mr. Gene Fox
Librarian .....	Mr. Ken Koncerak
Mathematics .....	Mr. George Rice Mrs. Jamie Gammon Mrs. Darlene Shandor Mrs. Carol Shashura
Music .....	Mr. Kenneth Coffman-Band Mrs. Debbie Young-Chorus
Nurse .....	Mrs. Belinda Brova, R.N.
Health/Physical Education .....	Mrs. Loures Weaver Mr. Frank Pryor
Science .....	Mr. James Maloy Mr. Anthony Molish Mrs. Dawn Logan Mrs. Jill Matiyasic
Social Studies .....	Mr. Vincent Genovese Mr. Nakoma Manfredi Mr. Paul Cech Mr. David Molinaro-Thompson
High School Secretary .....	Mrs. Deneen Gould
Secretarial/Clerical Support Staff .....	Mrs. Darla Bair Mrs. Evelyn Kubicar
Cafeteria .....	Mrs. Darlene Howes Mrs. Karen Lowden Mrs. Cheryl Gross Mrs. Linda Lowden Mrs. Delores LaCotta
Custodial .....	Mrs. Joyce Palmer Mrs. Judy Queen Mr. Ken Grable Mr. David Sloan
Maintenance .....	Mr. Mark Paci

# BETH-CENTER ELEMENTARY SCHOOL MASTER SCHEDULE 2009-2010

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
<u>Time</u>	AML PP	AML PP	AML PP	AML PP	AML PP
<u>Grade</u>	RUI EE	RUI EE	RUI EE	RUI EE	RUI EE
<b>Warning Bell</b>	TSB12	TSB12	TSB12	TSB12	TSB12
<b>8:45</b>					
<b>9:00</b>					
<b>Homeroom</b>					
<b>9:00 - 9:55</b>					
<b>9:55-10:40</b>	5 ACBDE	CDEAB	DEACB	BACDE	EBDAC
<b>10:40-11:25</b>	3 ACBDE	CDEAB	DEACB	BACDE	EBDAC
<b>11:25-12:10</b>	4 ACBDE	CDEAB	DEACB	BACDE	EBDAC
<b>12:10-12:45</b>					
<b>12:45- 1:30</b>	K ACBDE	CDEAB	DEACB	BACDE	EBDAC
<b>1:30- 2:15</b>	1 ACBDE	CDEAB	DEACB	BACDE	EBDAC
<b>2:15- 3:00</b>	2 ACBDE	CDEAB	DEACB	BACDE	EBDAC
<b>3:00- 3:15</b>					
<b>3:15 - 3:25 Homeroom</b>					

<u>GR. K</u>	<u>GRADE 1</u>	<u>GRADE 2</u>	<u>GRADE 3</u>	<u>GRADE 4</u>	<u>GRADE 5</u>
<b>A</b>	Shaw	Valentino	Rupnik	Meyers	Meyers
<b>B</b>	Hager	Hess	Lemmon	Knizner	Ratica
<b>C</b>	Cross	Beyer	Massimini	Gayman	Douglass
<b>D</b>	Roberts	Brown	Ross		Kanalis
<b>E</b>	Ford	Bellicini	Wilson	LaBrasca	Vuono

<u>Lunch Schedule</u>	<u>Grade</u>	<u>Time</u>	<u>Special Class</u>	<u>Grade</u>	<u>Time</u>
	K	10:45 - 11:25		K	12:45 - 1:30
	1	11:00 - 11:40		1	1:30 - 2:15
	2	11:50 - 12:30		2	2:15 - 3:00
	3	12:15 - 12:55		3	10:40 - 11:25
	4	12:40 - 1:20		4	11:25 - 12:10
	5	11:30 - 12:10		5	9:55 - 10:40

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# MIDDLE SCHOOL 2009-2010 DAILY SCHEDULE

Warning Bell .....7:48  
Tardy Bell.....7:50  
Homeroom .....7:50 - 8:03  
Period 1 .....8:06 - 8:53  
Period 2 .....8:56 - 9:43  
Period 3 .....9:46 - 10:33

## **Grade 6**

Period 4 .....10:36 - 11:23  
Period 5 .....11:26 - 12:13  
Lunch .....12:16 - 12:46 (Lunch 3)

## **Grade 7**

Lunch .....10:36 - 11:06 (Lunch 1)  
Period 5 .....11:09 - 11:56  
Period 6 .....11:59 - 12:46

## **Grade 8**

Period 4 .....10:36 - 11:23  
Lunch .....11:26 - 11:56 (Lunch 2)  
Period 6 .....11:59 - 12:46  
  
Period 7 .....12:49 - 1:36  
(5 minutes to gather belongings before 8th period)  
Period 8 .....1:41 - 2:28  
First Bus Call .....2:28

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# ***HIGH SCHOOL SCHEDULE 2009-2010***

Common Plan.	7:15 - 7:45	(30 Min.)
Homeroom	7:45 - 7:51	(6 Min.)
Channel One	7:51 - 8:03	(12 Min.)
Passing	8:03 - 8:06	(3 Min.)
Period 1	8:06 - 8:51	(45 Min.)
Passing	8:51 - 8:54	(3 Min.)
Period 2	8:54 - 9:39	(45 Min.)
Passing	9:39 - 9:42	(3 Min.)
Period 3	9:42 - 10:27	(45 Min.)
Passing	10:27 - 10:30	(3 Min.)
Period 4	10:30 - 11:15	(45 Min.) - A Lunch/Plan
Passing	11:15 - 11:18	(3 Min.)
Period 5	11:18 - 12:03	(45 Min.) - B Lunch/Plan
Passing	12:03 - 12:06	(3 Min.)
Period 6	12:06 - 12:51	(45 Min.) - C Lunch/Plan
Passing	12:51 - 12:55	(3 Min.)
Period 7	12:55 - 1:40	(45 Min.)
Passing	1:40 - 1:43	(3 Min.)
Period 8	1:43 - 2:28	(45 Min.)

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# **DISCIPLINE PROCEDURES**

## **PURPOSE**

The Bethlehem-Center Board of School Directors acknowledges that student conduct is closely related to learning; an effective instruction program requires a wholesome and orderly school environment. It is the philosophy of the school that discipline must be an active concern of every staff member. Lack of 100% concern will inevitably provide the atmosphere for turning minor problems into major concerns as the efficacy of an educational program is, in part, reflected in the behavior of students and employees. This policy seeks to establish disciplinary measures and procedures suited to the needs of the individuals who are involved as well as the school community at large.

Student discipline, as it pertains to special needs students, will comply with discipline regulations as outlined by IDEA-R/Chapter 14 regulations.

## **AUTHORITY**

The board shall require each student of this district to adhere to the rules set forth in the code of student discipline and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students conform to reasonable standards of socially acceptable behavior; respect the rights, person and property of others; preserve the degree of order necessary to the educational program in which they are engaged; and obey constituted authority and respond to those who hold that authority.

The superintendent shall publish and distribute to all students and their parents or legal guardians the rules of the Bethlehem-Center School District regarding student misconduct, and the potential sanctions for such misconduct, as set forth herein and as hereafter promulgated. Copies of this policy shall be made available in the school library.

## **DEFINITIONS**

**Social Probation** - Revocation of a student's privilege to participate in or attend extracurricular functions, both athletic and non-athletic.

**Before School Detention (BSD)** - The period of time during which the student shall be required to arrive before school as a result of violation of reasonable rules and regulations of the Bethlehem-Center School District. Detention shall be assigned at least one day in advance, and it shall be the student's responsibility to report to detention with sufficient school work to keep busy for the entire period, the length of which shall be consistent throughout the district, and shall be set by the superintendent.

**After School Detention (ASD)** - The period of time during which the student shall be required to remain after school as a result of violation of reasonable rules and regulations of the Bethlehem-Center School District. Detention shall be assigned at least one day in advance, and it shall be the student's responsibility to report to detention with sufficient school work to keep busy for the entire period, the length of which shall be consistent throughout the district, and shall be set by the superintendent.

**Suspension** - Exclusion from school for a period of up to ten (10) consecutive days, in accordance with the requirements set forth herein.

**Corporal Punishment** - Corporal Punishment shall be defined as an attempt to intentionally inflict physical pain on a student as a punishment for any infraction that the student may commit. Corporal punishment is not permitted by law in the state of Pennsylvania and Bethlehem-Center School District.

**Cooperative** - Manifestation, by a student, of willingness to work with the staff/administration in the investigation of a violation of this Policy, and with any support team to which the student is referred for remediation.

**Proper Authorities** - Shall include, but not be limited to, the local magistrate or State Police.

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**Parents** - The Bethlehem-Center School District recognizes a parent as one or both of the student's biological parents, whose rights have not been otherwise terminated and or restricted by a court of competent jurisdiction, or other responsible adult who is functioning in the role of the student's parents or legal guardian(s).

In order to promote the achievement of the educational goals of the Bethlehem-Center School District, the discipline procedures listed below shall be followed:

## **MAJOR OFFENSES**

### **A. MAJOR DISRUPTIVE BEHAVIOR:**

That is any action that interferes with the flow of education in the school or classroom constitutes a major disruption.

#### **I. Discipline procedures:**

- a. First offense - student will be given 1-3 days of suspension.
- b. Second offense - student will be given 3-5 days of suspension.
- c. Third offense - student will receive 5-10 days of suspension.
- d. Fourth offense - hearing with the Superintendent and/or the Board of School Directors for possible expulsion.\*
- e. \*Any other disciplinary action deemed necessary and appropriate by the principal, subject to review by the Superintendent.

### **B. FIGHTING OR ASSAULT:**

For purposes of school discipline, any unilateral attack on an individual or staff member will be considered an assault. Anytime blows are exchanged, the incident will be considered a fight, and both parties will be held equally responsible regardless of who started or who won the fight. In addition to school discipline all incidents of fighting or assault will be referred to the appropriate legal authorities. These provisions shall be in effect at all times on school property, buses, or while attending any home or away school function.

#### **I. Discipline procedures - fighting**

- a. First Offense - Student will be given three (3) to five (5) days of suspension. The principal will notify the proper authorities.\*
- b. Second Offense - Student will be given five (5) to ten (10) days of suspension and social probation for remainder of the school year. The principal will notify the proper authorities.\*
- c. Third Offense - Student will be given ten (10) days of suspension and social probation for one calendar year. The principal will notify the proper authority.\*
- d. \*Any other disciplinary action deemed necessary and appropriate by the principal, subject to review by the superintendent.

#### **II. Discipline procedures - assault**

- a. First Offense - Student will be given five (5) days of suspension and social probation for remainder of the school year. The principal will notify the proper authorities.
- b. Second Offense - Student will be given ten (10) days of suspension and social probation for one calendar year. The principal will notify the proper authority.
- c. Third Offense - Student will be given ten (10) days of suspension and an appearance before the Superintendent to discuss possible expulsion. The principal will notify the proper authority.
- d. \*Any other disciplinary action deemed necessary and appropriate by the principal, subject to review by the superintendent.

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## C. THEFT:

- I. Discipline procedures:
  - a. First offense - student will be given one (1) to three (3) days of suspension.
  - b. Second offense - student will be given three (3) to five (5) days of suspension.
  - c. Third offense - student will receive five (5) to ten (10) days of suspension.
  - d. \*Any other disciplinary action deemed necessary and appropriate by the principal, subject to review by the Superintendent.

**NOTE:** Restitution must be made in all theft incidents, and the police can be called by the principal.

## D. DESTRUCTION OF SCHOOL PROPERTY:

- I. Discipline procedures:
  - a. The cost of any item destroyed will be equal to the cost of replacement.
  - b. Suspension will be subject to the principal's discretion.
  - c. If restitution is not made, the situation will be turned over to the local magistrate.
  - d. Notification of the proper authority is automatic.

## E. ILLEGAL USE OR POSSESSION OF DRUGS OR ALCOHOL:

- I. Discipline procedures:
  - a. Follow School Board Policy #227 found on pages 42-46 of the handbook.

## F. TOBACCO USE:

- I. Discipline procedures:
  - a. Follow School Board Policy #222 found on page 42 of the handbook.

## G. LEAVING THE BUILDING WITHOUT PERMISSION:

- I. Discipline procedures:
  - a. First offense - student will be given 1-3 days of suspension.
  - b. Second offense - student will be given 3-5 days of suspension.
  - c. Third offense - student will receive 5-10 days of suspension and an appearance before the Superintendent to discuss possible expulsion.\*
  - d. \*Any other disciplinary action deemed necessary and appropriate by the principal subject to review by the Superintendent.

## H. USE OR POSSESSION OF FIRE CRACKERS OR SMOKE BOMBS, ETC.:

- I. Discipline procedures:
  - a. Each offense will result in 5-10 days of suspension and notification of legal authorities.

## I. WEAPONS:

Weapons and replicas of weapons are forbidden on school property.

Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents and patrons.

**Dangerous weapon** means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of

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causing death or serious physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

The school district shall expel, for a period of not less than a year, any student who brings a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

The Superintendent shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

Acts of violence or possession of a weapon by any person on school property in violation of this policy shall be reported to the Office of Safe Schools on the designated form twice per year, as required.

The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in the school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

## **J. GANGS:**

It is the policy of the Bethlehem-Center School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming, which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and education objectives of the community, are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to the disciplinary actions of suspension and/ or expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

Also, students wearing offensive clothing will be asked to remove the clothing or go home to change, if that is necessary, and parents will be notified.

In addition, schools have been asked to require of students that hats and coats be placed in lockers for the duration of the school day.

## **K. HARASSMENT:**

Students are prohibited from harassing any individual through conduct or communications. This prohibition specifically includes, but is not limited to, all forms of hazing or initiation rites for any school-sponsored club, activity, or athletic team. Harassment is defined as any attempt to annoy, bother, intimidate, or otherwise inflict emotional distress on another person. Any harassment determined to have its basis in the race, color, or national



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origin of any person will be considered an attempt at ethnic intimidation.

I. Discipline procedures:

- a. First offense - 1-3 days of suspension and referral to appropriate authorities.
- b. Second offense - 3-5 days of suspension and referral to appropriate authorities.
- c. Third offense - 5-10 days of suspension and referral to appropriate authorities.

## **L. THREATS/FIGHTING**

The Bethlehem-Center School District must and will do everything necessary in order to maintain a safe and secure environment. The Board of Education, Administration and Faculty will not tolerate students who make threats or any similar types of actions against our faculty members, and students. Behavior of this type will result not only in suspension and/or expulsion, but also in the District's filing of criminal charges against those students involved.

## **M. STUDENT OBLIGATIONS**

It is the policy of the Bethlehem-Center School District that students are responsible for all monetary obligations assessed to the student by the district. These include, but not limited to textbooks and library obligations. Students and their parents/guardians must provide payment, in full, for assessed obligations within ten (10) school days of the notice of the obligations. Upon the ten (10) day notification period, students will be placed on Social Probation until all obligations have been paid in full.

Cafeteria obligations are regulated through School Board Policy #808.1 found on pages 48-49 of the handbook.

## **N. ELECTRONIC DEVICES:**

I. Discipline procedures:

- a. First offense - Student warning. The device will be confiscated and remain in the school office until a parent or guardian picks it up.
- b. Second offense - The student will be given one (1) day of suspension and one (1) week of social probation. The device will be confiscated and remain in the school office until a parent or guardian picks it up.
- c. Third offense - The student will be given three (3) days of suspension and two (2) weeks of social probation. The device will be confiscated and remain in the school office until a parent or guardian picks it up.
- d. Fourth offense - The student will be given five (5) days of suspension and three (3) weeks of social probation. The device will be confiscated and remain in the school office until a parent or guardian picks it up.

## **O. ACCEPTABLE USE OF INTERNET:**

I. Discipline procedures:

- a. Follow School Board Policy #815 found on pages 49-51 of the handbook.

## **P. E-MAIL ACCEPTABLE USE:**

I. Discipline procedures:

- a. Follow School Board Policy #816 found on pages 51-54 of the handbook.

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# **MINOR OFFENSES**

- A. INAPPROPRIATE DISPLAY OF AFFECTION IN THE BUILDING**
- B. DISRESPECTFUL ATTITUDE TOWARD STAFF MEMBERS**
- C. TRUANCY FROM CLASS**
- D. TRUANCY FROM SCHOOL**
- E. CHRONIC TARDINESS**
- F. STUDENTS WHO DELIBERATELY MISS THE VO-TECH BUS**
- G. MINOR DISRUPTIVE BEHAVIOR**
- H. ANY OTHER FORM OF MISBEHAVIOR DEEMED SERIOUS BY THE PRINCIPAL OR ASSISTANT PRINCIPAL**
  - I. Discipline procedures:
    - a. First offense - student will be given After School Detention.\*
    - b. Second offense - student will be given 1-3 days of suspension.\*
    - c. Third offense - student will receive 3-5 days of suspension.\*
    - d. Fourth offense - student will receive 5-10 days of suspension.\*
    - e. Fifth offense - Referral to Superintendent to discuss possible expulsion.\*
    - f. \*Any other disciplinary action deemed necessary and appropriate by the principal subject to review by the Superintendent.

**Note:**

- ❖ Three (3) suspensions of three (3) or more days or an excessive number of After School Detentions, or any combination, could lead to permanent expulsion.
- ❖ Failure to attend After School Detention(s) may result in an out of school suspension.
- ❖ On-going, repeated, or persistent minor offenses or even a single major, significant offense may result in a recommendation by the principal for expulsion or placement in an alternative education program.
- ❖ It is further stipulated that any of the preceding could lead to a waiver of suspension or detention with a recommendation by the principal for permanent expulsion should that action be deemed necessary.
- ❖ However in a situation involving a first time offender with some doubt as to the degree of involvement, the circumstances in which the offense occurred, or an unusually stressful environment surrounding the offensive action, the principal may choose an alternative to the above described discipline procedure.
- ❖ A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to give direction. However, in daily activities, one basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

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## STUDENT TRANSPORTATION RULES

In order to promote the safety and welfare of our students, the Board of School Directors has adopted the following rules of conduct for students while they are being transported to and from school by bus and/or van. The terms “suspension” and “expulsion” as used below refer to school vehicle suspension and expulsion only. The penalties following each rule are for first violation, second violation, and third violation when applicable and shall be imposed in addition to the appropriate school discipline.

### BUS RULES OF CONDUCT

1. Use of tobacco: (one week-suspension); (two week-suspension); (possible expulsion).
2. Use or possession of alcohol, marijuana, or other drugs: (two-week suspension and reported to proper authorities); (reported to the proper authorities and possible expulsion).
3. Use or possession of any types of explosive items (including firecrackers and smoke bombs); (one-month suspension); (possible expulsion).
4. Fighting with other students: (three-day suspension); (two-week suspension); (possible expulsion).
5. Marking or destroying any part of the school vehicle: (two-week suspension plus costs); (possible expulsion plus costs).
6. Throwing objects within or from the school vehicle: (two week suspension); (one-month suspension); (possible expulsion).
7. The following infractions are punishable by a: (three-day suspension); (one-week suspension); (two-week suspension):
  - a. Use of foul language and/or indecent gestures.
  - b. Loud or boisterous noise.
  - c. Gambling, spitting and/or loitering.
  - d. Use or possession of hazardous or disagreeable objects.
  - e. Refusal to sit and/or remain in assigned seat.
  - f. Pushing or rushing to the school vehicle exit door.
  - g. Use, possession, or distribution of obscene pictures or materials.
  - h. Placing arms or other parts of the body out of the windows.
  - i. Boisterous and annoying yells to passing public.

All of the above infractions are subject to damage costs and possible expulsion for repeated violations.

For second and third violations, the parents must come to the school and conference with the appropriate building principal, before the student’s bus privileges are resumed.

NOTE:

THE BUS DRIVER HAS THE AUTHORITY TO SUPERVISE AND MAINTAIN ORDER ON THE SCHOOL BUS. THE BUS DRIVER ALSO HAS THE AUTHORITY AND THE RESPONSIBILITY TO IDENTIFY ANY AND ALL STUDENTS IN VIOLATION OF THE RULES OF CONDUCT AND TO TAKE THOSE STUDENTS TO THE BUILDING PRINCIPAL FOR THE IMPLEMENTATION OF THE APPROPRIATE PENALTY.

### RIDING A DIFFERENT BUS

Students must ride the bus to which they are assigned. The principal may give permission for a student to ride a different bus or to get off at a different bus stop for an emergency with a written note from a parent.

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# **GRADING POLICY**

## **(CLASSES OF 2010 AND 2011)**

### **GRADING SCALE:**

Letter:	Quality Pts.: (Regular)	Quality Pts. (Weighted)		Percent:
A	4.00	5.00	5.00	93-100
B	3.00	4.00	4.00	84-92
C	2.00	3.00	2.50	70-83
D	1.00	2.00	1.00	60-69
F	0.00	0.00	0.00	0-59
I	Incomplete			
		3.00-3.49 HONORS		
		3.50-3.74 HIGH HONORS		
		3.75-4.00 HIGHEST HONORS		

### **PHILOSOPHY:**

This policy has been revised to encourage students to enroll and excel in as many classes as possible and, additionally, to encourage students to enroll and excel in more challenging, weighted courses. It is the intent of this policy to reward this behavior.

### **CLASS RANK DETERMINATION:**

Class rank will be determined based solely on the student's weighted quality point average. Weighted Quality Point Averages will be determined by dividing the total number of weighted quality points by the total number of credits attempted (excluding Pass-Fail courses). Weighted Quality Point Averages will be divided out to three (3) places to the right of the decimal point with no rounding off.

Honor and high honor students as well as the valedictorian and salutatorian will be determined at the end of the fourth nine (9) week grading period of one's senior year. In determining honor status all grades earned during 9th, 10th, 11th, and 12th grade will be considered.

### **CLASSROLL.COM:**

Classroll.com provides parent access to their child's daily grade and assignments. A users ID and password are required to access the site which is located on the district's homepage. ID's and passwords have been provided to all parents of returning students and will be sent home in the fall with kindergarten students and other new students to the district. If you need help accessing your account please contact the guidance office in your child's school.

### **DETERMINING QUALITY POINT AVERAGES:**

Quality Point Averages will be determined by dividing the total number of quality points by the total number of credits earned (excluding Pass-Fail courses).

\*Honor and high honor students as well as the valedictorian and salutatorian will be determined at the end of the fourth nine-week grading period of one's senior year. In determining honor status, all grades earned during 9th, 10th, 11th, and 12th grade will be considered.

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## **HOME WORK:**

It is the responsibility of each teacher to establish rules and guidelines for homework. These rules and guidelines should be stated and consistent from the first day of school. Teachers are to have these guidelines written out and given to the students during the first week of classes. Students should take them home and have a parent sign a form stating they have read and discussed the policy with their child.

## **MAKE-UP:**

It is the student's responsibility to check with the teacher immediately following his/her return to school for any and all missed assignments. Arrangements for making up missed work and/or handing in late assignments must be made with the individual teachers involved and within five school days, and if possible prior to the end of the nine-week grading period. The office will collect assignments as per parent request.

## **INCOMPLETES:**

Incomplete grades issued for a nine week period with the exception of the fourth quarter, must be made up prior to the next quarter's Progress Reports being issued. The work issued in the fourth quarter is due within two weeks of the last day of school.

## **CLASS ABSENCE:**

Any student who is absent from school or class without a legal excuse will receive a zero for all classes missed and will forfeit all make-up privileges.

## **MINIMUM NUMBER OF GRADES:**

To help make a fair and realistic evaluation of a student's classroom performance, a teacher must have a minimum of 5 grades during a nine week period. Grades can be obtained in a variety of ways, including but not limited to: tests, quizzes, reports, class participation, extra assignments, homework, etc.

## **FINAL GRADES:**

A final grade should be cumulative and reflect a student's work for the entire year. Each nine week period will count as 2/9 of the final grade with the final exam counting as 1/9.

## **ACADEMIC INTEGRITY:**

Academic integrity indicates an ability to meet and face issues and creates an atmosphere of trust, respect, and security and is encouraged at all levels. In addition, it is essential in an academic community that grades accurately reflect the achievement of the individual student. Faculty, students and administrators have shared responsibilities in maintaining the academic integrity essential for the school to accomplish its objectives.

## **VIOLATION OF ACADEMIC INTEGRITY:**

1. Obtaining help from another student during examinations.
2. Knowingly giving help to another student during examinations.
3. The use of notes, books, or any source of information during examinations, unless authorized.
4. Obtaining, without authorization, an examination or any part thereof.
5. Plagiarism.
6. Providing one's work for another student to copy and submit as his/her own.
7. Altering, or causing to be altered, the record of any grade in a grade book, office or other record.
8. Using another student's work to copy and submit as his/her own.

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## CONSEQUENCES:

(Must be reported in writing to the building principal.)

First Offense: Will be handled by the teacher involved. The student will receive a zero and the respective parents and principal will be notified.

Second Offense: In the same class, will necessitate a parent-teacher conference with the principal.

Third Offense: Will necessitate a parent conference with the principal. The student will receive a failing grade for the course in which the third cheating offense occurred for that grading period and face a possible hearing before the Board of Education.

Cheating: On any final examination will automatically result in a failing grade for that test.

\*NOTE: Academic integrity offenses will be dealt with on a yearly basis.

## HONOR ROLL STATUS:

Honor roll QPA and current QPA will be determined on a prorated basis. Students receiving an incomplete will not be eligible for the Honor Roll until the incomplete is made up according to the procedures for incompletes.

Students earning an "F" will not be considered for the Honor Roll.

## POST SECONDARY CREDITS AND HOW THEY APPLY TO THE CLASS RANK AND QPA:

Secondary students wishing to enroll part-time at local colleges and universities must follow the school district's early admission policy #201.

Post secondary credit(s) will not be used in computing class rank or quality point averages at Bethlehem-Center High School.

Post secondary transcripts will be attached to the transcript generated at the Bethlehem Center High School.

## PHYSICAL EDUCATION:

Criteria used to evaluate the students will be participation, written tests, and skills.

### I. Participation:

A. All students are required to dress and participate in physical education class.

B. A student will receive a zero for each time he/she does not dress.

C. No dress, no participation, or cutting of class can not be made up.

D. The grading scale for participation is as follows:

- |                  |             |
|------------------|-------------|
| 1. zero - 1 zero | 100%        |
| 2. 2 zero        | 93%         |
| 3. 3 zeros       | 84%         |
| 4. 4 zeros       | 70%         |
| 5. 5 zeros       | 60%         |
| 6. 6 zeros       | 59% Failure |

E. Physical Education exemptions will not be approved without a doctor's statement.

### II. Written Exams and Grades:

A. Written exams will help guarantee that a student masters basic facts pertaining to the activity involved.

B. The adopted grading scale will be used in determining grades.

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### III. Skills Test:

- A. A test of skills will be used to evaluate student status and progression in the acquisition of skills in the activities involved.
- B. A test of skills will be used by both pupils and teachers in assessing their competencies and assessing their progress.
- C. The adopted grading scale will be used in determining grades.

## **EXPECTATIONS**

### **ALL-SCHOOL EXPECTATIONS**

Leave personal space. Keep hands, feet, objects to self. Help keep the school clean and in good repair. Use only words that help others feel okay. Carry out the reasonable requests of adults. Choose not to fight. Use a pass when outside the classroom. No gum chewing in school. Food is to be eaten in the lunchroom only.

### **ARRIVAL/DEPARTURE EXPECTATIONS**

Arrival Times:	Elementary School	8:30 - 9:00 A.M.
	Middle School	7:25 - 7:45 A.M.
	High School	7:25 - 7:45 A.M.

Report to the office when you arrive late or need to leave early. Report to the Attendance Office (Elementary-Homeroom Teacher) after an absence from school. Leave school grounds promptly after school.

### **RESTROOM EXPECTATIONS**

Sign in and out. Keep walls and floors clean. Use quiet voices. Put trash in containers. Use supplies wisely.

### **LUNCHROOM/LUNCH LINE EXPECTATIONS**

Follow the routine. Keep hands, feet, objects to self. Keep the eating area clean. Sit in your assigned seat. Do not cut the lunchline. Energy drinks are not permitted.

### **STUDENT DRESS EXPECTATIONS (DRESS CODE POLICY)**

Bethlehem-Center School District administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizes the health, welfare or safety of the student or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for the extracurricular activities such as band, football, etc.

Bethlehem-Center School Officials will not make school wide policies limiting the length or style of hair, but they may demand changes in either style or length on an individual basis if they can show sufficient justification. Such justification could be that a student's hair or dress is a health or safety hazard or disruptive to the educational process.

The following are specifics to the Dress Code for the Bethlehem-Center School District.

#### **Section I                      General**

1. Torn or ripped clothing is not permitted.
2. Spandex or skin-tight outfits of any type or materials are not permitted unless an accompanying top covers the hips, buttocks and cleavage in appropriate manner.
3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
4. Undergarments must not be exposed in any way.

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## **Section II**                      **Tops**

1. Tops may not be “low cut” or exposing. Bare midriffs and bare backs are not permitted.
2. The following are unacceptable school attire:
  - a. Tank tops/Muscle shirts
  - b. Spaghetti strap/Halter/Mesh tops
  - c. See-through blouses or shirts
  - d. Tube tops/Crop tops
3. Any top that is skintight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
4. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

## **Section III**                      **Pants/Shorts/Skirts/Skorts**

1. Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Length of pants will not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skorts and slits in skirts must be mid-thigh in length.
5. Cut-offs of any type are not permitted.

## **Section IV**                      **Offensive Dress**

1. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
  - a. Have sexually suggestive writing/pictures
  - b. Advocate violence
  - c. Advertise or promote the use of tobacco, alcohol or drugs
  - d. Have double meaning wording or obscene language
  - e. Are disrespectful
2. A tattoo must be covered if it:
  - a. Has sexually suggestive writing/pictures
  - b. Advocates violence
  - c. Advertises or promotes the use of tobacco, alcohol or drugs
  - d. Has double meaning wording or obscene language
  - e. Is disrespectful

## **Section V**                      **Footwear**

1. Some sort of shoe must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted.
3. Shoes with laces must be tied.

## **Section VI**                      **Jewelry**

1. Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted.

## **Section VII**                      **Head Wear**

1. Hats, caps, bandannas, sunglasses, visors, and sweatbands are not permitted.

## **Section VIII**                      **Health and Hygiene**

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

## **Section IX**                      **Office Discipline**

1. Students violating the Dress Code shall be subject to the following discipline:
  - a. **FIRST OFFENSE:** At the principal’s discretion, the student will be retained in the office until a student/parent/guardian provides a proper change of clothing.



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- b. **SECOND OFFENSE:** At the principal's discretion, the student will be retained in the office until a student/parent/guardian provides a proper change of clothing. Parents/guardian will be notified in writing.
  - c. **THIRD OFFENSE:** Student will be retained in the office until parent/guardian provides a proper change of clothing. In the event that a parent/guardian cannot be reached on the day of the violation, the parent/guardian may be asked to accompany the student to school to meet with the principal prior to his/her return to the classroom. Student will receive after school detention. Parents/Guardian will be notified in writing.
  - d. At the principal's discretion, all subsequent violations will result in Social Probation or Out of School Suspension.

These rules and procedures have been developed according to the Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgement in the selection of appropriate attire for school.

## **CLASSROOM EXPECTATIONS**

The teacher is in charge. She or he will explain what is expected. Know and meet all classroom expectations. Know and meet the expectations for all classrooms, instructional areas, or school activity sites. The teacher is in charge.

## **HALL EXPECTATIONS**

Leave personal space. Keep hands, feet, objects to self. Move quietly; don't disturb others. Walk for safety. Any student in the hall during class time must have a hall pass.

## **ASSEMBLY EXPECTATIONS**

Listen courteously during the program. Show appropriate appreciation. Leave personal space. Keep hands, feet, objects to self.

## **BUS EXPECTATIONS**

The bus driver is in charge; she or he will explain what is expected. Know the expectations for riding the bus (posted in every room).

## **MS/HS LOCKER EXPECTATIONS AND LOCKER SEARCH POLICY**

All lockers are and shall remain the property of the Bethlehem-Center School District. As such, students shall have no expectation of privacy in their lockers.

Students are expected to occupy the locker assigned only to them. Keep the locker clean. Lock the locker with a school lock. Use your locker only at the designated times. Report damage to your locker or theft of items in your locker immediately.

It should be remembered that a student's locker is the property of the Bethlehem-Center School District. District authorities and/or their agents may search a student's locker and seize any illegal materials. The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains material(s) which may pose a threat to the health, safety and welfare of students, employees or visitors. Furthermore, District authorities may conduct random canine-sniffing of each locker throughout the school year, even without probable cause to do so. Any illegal items may be seized by District authorities and/or law enforcement agencies and used as evidence against the student in the proper forum. Any illegal materials, contraband, dangerous articles, or items which violate school rules may be confiscated during a search regardless of the reason for the initial search.

An administrator will usually request the presence of another member of the District's staff to be present during the locker search. Students are assigned a locker and will be responsible for its contents.

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## **ELECTRONIC GAMES**

Students are not permitted to have in their possession while on school property and school transportation: beepers, pagers, Walkman radios, CD players, electronic games, and other similar items. These items are not permitted on school property and will be confiscated and kept in the office until arrangements are made between the principal and parent to pick-up the confiscated item. Laser lights are not permitted in school.

## **TAKING OF PHOTOGRAPHS**

During this school year, photographs may be taken of students in various activities or for honors and awards. **If you do not want your child's picture** to appear in any publicity, submit your request in writing to the building principal at your child's school.

## **STUDENT DROP-OFF/PICK-UP**

The circle area immediately in front of each building is restricted to school bus/school van traffic between the hours of:

High School/Middle School	7:15 - 8:00 A.M. and 2:00 - 2:45 P.M.
Elementary School	8:30 - 9:15 A.M. and 2:25 - 3:45 P.M.

# **ROUTINES**

## **ABSENCE FROM SCHOOL**

Have parents write an (Name, date, reason for absence, parent's signature) excuse. Report to the guidance office/homeroom teacher/attendance office upon your return to school. Hand in your excuse within five days. Secondary students - Get an admission slip from the attendance aides. Show each teacher the slip during the school day. Elementary -If the student has a medical/dental excuse it is to be turned in to the office. Make up the work you missed as soon as possible.

## **TAKING MEDICATION**

Parents must fill out the Authorization Form. (Get form in the office.) Form must be presented and reviewed by the school nurse. Arrangements will be made for dispensing the medication.

## **USING THE RESTROOM**

Get your teacher's permission. Write your name and the time on restroom sheet. Use the nearest restroom. Don't loiter. Report damage to your teacher immediately. Sign in the time on the restroom sheet.

## **ARRIVAL TO SCHOOL**

Go to your locker. Report directly to your homeroom teacher. Make an arrangement with your homeroom teacher if you eat breakfast.

## **SEEING THE NURSE**

Tell your teacher when you are sick. Get a slip from your teacher to see the nurse. The nurse will judge the situation. She will phone home, if necessary; you may not. If the nurse is not in, get a slip from your teacher to go to the office. The principal will judge the situation. He will phone home, if necessary; you may not.

## **USING THE TELEPHONE (WHERE PERMITTED)**

Get a pass from your teacher. Report to the office for permission to use the phone. Calls may be made only in the event of emergencies. Only in extreme emergencies will messages be delivered to students. The use of personal cell phones is restricted to the office area with permission of the principal. Please refer to page 13 of the hand-book for disciplinary consequences for students who misuse cell phones.

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## EATING IN THE CAFETERIA

Enter the lunchroom and sit in your seat. Enter the serving area when your table is called. Return to your seat; remain seated, except to purchase snacks or deposit trash. Keep your area clean. Energy drinks are not permitted at school.

## LUNCH PRICES

Breakfast and lunch are served daily in all three cafeterias. Prices have been set for the 2008-2009 school year at:

Breakfast	(all building)	\$1.00
Lunch	Elementary	\$1.60
	MS/HS	\$1.70
	Adult	\$3.10

Cafeteria obligations are regulated through School Board Policy #808.1 found on pages 48-49 on the handbook.

## DELIVERIES

Deliveries of floral/balloon bouquets to students at school are not permitted.

## QUESTIONS

Any questions concerning the attendance process should be directed to the building attendance clerk. Please contact that person during regular school hours. The building attendance clerks are as follows:

Elementary School: Mrs. Wible 267-4928

Middle School: Mrs. Sabrese 267-4938

High School: Mrs. Stauffer 267-4949

\* Student attendance, as it pertains to special need students, will comply with IDEA-R/Chapter 14 regulations.

## PARENT CONFERENCES

Parents are welcomed and encouraged to come to school to talk with the principal, counselor, teachers or staff. Appointments should be made in advance and must coincide with the teacher's schedule. Arrangements can be made by calling the guidance office. Please remember that your child's teacher is only available at certain times during the school day, and we will do whatever is possible to arrange a convenient day and time for your conference.

## PARENT COMMUNICATIONS

### CHILDREN OF SEPARATED/DIVORCED PARENTS

In the event that a separated/divorced parent having custody of a child desires that the child not be released in the care of the other parent, the school will comply with his/her wishes provided she/he files with their school a copy of the court order authorizing his/her custody.

### EARLY DISMISSAL:

Parents are urged to leave their children in school all day. Doctor appointments, etc. should be scheduled after school hours, on Saturdays, school holidays, etc. whenever possible. If it is necessary for a student to be dismissed early, the parent must send a note to school stating the reason and time for early dismissal. The student must present this note to the secretary in the office. The parent must go to the school office, sign out the student and wait until the student is called to the office. Students will be dismissed only from the school office upon the parent's arrival.

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Parents are reminded that according to law, early dismissals are considered excused only when they meet the same criteria as those for an excused absence. Illness, medical appointments that could not be scheduled after school, family deaths, court hearings and other urgent or emergency reasons will be considered when proper documentation is supplied. Non-medical appointments, driving tests, prom preparations, senior pictures, and other such activities will not be considered as excused reasons for early dismissals.

## **RIDING ANOTHER BUS:**

Students will only be permitted to ride another bus or get off at another stop with a written note approved by the principal. Only in extreme emergencies will approval be granted with a telephone conversation.

## **DRIVING TO VO-TECH:**

Students may be permitted to drive to vo-tech only if they are on a vo-tech approved co-op program or for occasional special programs. After school activities or employment will not entitle students to drive to vo-tech. Permission must always be arranged in advance through the principal's office in both schools.

## **NURSE**

A nurse's office is located in each building. Before going to the nurse's office, except during an emergency when first aid is required, all students must be excused by their classroom teacher. At the discretion of the nurse, the parent or guardian will be notified to take the student home. Parents must first sign a student out from the office before the student can be dismissed from the nurse's office. **Students are not to leave school without notifying the school authorities. If a student leaves the building without permission, he/she will be considered truant.** When the nurse is not available, a student is to report to the office. Loitering in the nurse's office is not permitted.

Students needing medication while in school must have a statement of permission signed by the parent or guardian. A labeled bottle with the student's name and dosage is required and should be left in the nurse's office.

We are very much concerned for the health and welfare of each child. If the parent/guardian can not be notified, and if the school district discerns that the child needs more sophisticated medical attention, we will transport that child to the hospital by ambulance (at parent expense).

## **PROGRAMS AND SERVICES**

One of our goals at the Bethlehem-Center School District is helping meet the needs of our individual students. All students do not develop and progress at the same rate. Some students can grasp an idea or concept with little difficulty, while other students require individualized attention. To help these students realize their maximum potential, we offer a variety of special classes and programs.

The following is a list of special programs and services offered by the Bethlehem-Center School District:

Title I Math – grades 2-3-4-5	Title I Reading – grades K-1-2-3-4
Speech and Language Services – grades K-12	Hearing Services – grades K-12
Psychological Services – grades K-12	Social Services – grades K-12
Counseling Services – grades K-12	High School Tutoring Program - grades 9-12, T, Th
Middle School Tutoring Program - grades 6-8, T, Th	

Special Education Classes in the following areas:

Learning Support	Gifted Support
Visually Impaired Support	Speech and Hearing Support
Vision Support	Emotional Support

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# **BETHLEHEM-CENTER HIGH SCHOOL**

## **DRIVING POLICY**

In the interest of student safety, provisions have been made to provide bus transportation to all students to and from school. Student driving contributes to the possibility of accidents, parking problems, tardiness, and truancy. Therefore, students will not be permitted to drive a licensed vehicle to school without the permission of the school authorities.

Requests for driving privileges must be in writing, stating the reason for the request, and the request must be signed by the parents or legal guardian of the student. Permission to drive a licensed vehicle to school shall not be extended to motorcycles, motor bikes, or similar vehicles.

Permission to drive to school will be granted to those students who have to perform a necessary school activity or to those students who hold positions of employment. Employers will be contacted to verify the student's work status.

Those students granted approval to operate a vehicle should understand that driving their vehicles to school is a privilege which may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Student Driving Policy.

In order to operate a vehicle on school property, students will be required to observe the following regulations:

1. Keys to your vehicle must be turned into the office each day before 7:40 a.m. Student drivers must report to their home rooms before the tardy bell at 7:45 a.m.
2. The vehicle must be parked **ONLY** in the assigned student parking area; otherwise your vehicle may be towed at your expense.
3. The vehicle must be locked at all times while parked on school grounds.
4. Students are not to visit or move the vehicle during the school day without office approval.
5. Student parking tags must be placed in the front windshield.
6. While driving on school property, all students must adhere to a (10) ten mile per hour speed limit.
7. Any student operating a vehicle who is late to school four times during the course of the school year will have his/her driving privileges suspended.
8. Student drivers will be issued their car keys after the school buses have departed from the school grounds. Student drivers are not permitted to move their vehicles while school buses are loading or unloading or moving on the school grounds.
9. Absolutely no passengers are to be driven to school, unless prior approval has been obtained from the principal's office.
10. Brothers and sisters living in the same household are permitted in the student driver's automobile; however, written permission must be presented to the office where it will be kept on file.
11. Approved student passengers must have written permission signed by their parents or legal guardian to ride in an automobile operated by a student driver. The student driver's parent or guardian must also give written permission for the driver to transport other students to school.
12. Vo-Tech students are not permitted to drive their vehicles to the Mon-Valley Vocational School, unless special permission is granted by the Vo-Tech School and the Bethlehem-Center school authorities.
13. The parking lot area will be monitored during the course of the school day.
14. Violations of any of the above regulations or any action the administration considers inappropriate or dangerous will result in the permanent suspension of all driving privileges.

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# **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are located, identified, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act of 2005.

The IDEA '05 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '05 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parent annually of the confidentiality rights (FERPA regulations were amended in 1996). Pennsylvania special education regulations require each school district to fulfill the IDEA '05 notice requirement by providing an annual public notice for the Bethlehem-Center School District.

Bethlehem-Center School District is required by the IDEA '05 to provide a free and appropriate public education to children with disabilities who need special education and related services. (NOTE: The duty to locate, identify, evaluate, and provide special education services to school are individuals incarcerated in local correctional institutions rest with the school district within whose boundaries such an institution is located). Pennsylvania must adopt state laws, regulations and/or policies conforming with IDEA '05, which the school district must follow. In Pennsylvania, school age children with any one of the following disabilities who need special education and related services are identified:

- Autism/Pervasive Development Disorder
- Traumatic Brain Injury
- Specific Learning Disability
- Multihandicapped
- Orthopedic Impairment
- Blind/Visual Impairment
- Emotional Disturbance
- Deafness/Hearing Impairment
- Mental Retardation
- Other Health Impairment
- Speech and Language Impairment

## **EARLY INTERVENTION**

The IDEA '05 requires the provision of a free and appropriate education to children with disabilities between 3 years of age and the school district's age of beginners (5). In Pennsylvania, a child between the ages of 3 years and the school district's age of beginners who has a developmental delay or one of more of the physical or mental disabilities listed above may be identified as an "eligible young child".

Eligible young children are afforded the rights of school age children with disabilities including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, The Early Intervention Services Systems Act. The Intermediate Unit 1 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the Intermediate Unit 1 Preschool Program at 1-800-328-6481.

## **SCREENING**

Intermediate Unit 1 and Bethlehem-Center School District have established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In Bethlehem-Center School District, our Child Study Team may consider information gathered in this level of screening to decide to move to the next level of screening activities (instructional evaluation). Bethlehem-Center School District conducts at specific times during the school year in designated school buildings and community sites. Parents, guardians, and surrogate parents may contact the district to obtain specific information about the times and locations of screening activities.

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Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the home school district unless other arrangements are necessary.

The district meets the health requirement screening as described in Section 1402 of the School Code. The District conducts screening of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, 11 and others according to need. Visual acuity is screened in every grade. Height and weight data are collected yearly at every grade level. Visual acuity, hearing acuity, height, weight and BMI screenings are conducted throughout the school year at the child's home school. Dental exams are conducted in the spring of each school year in Kindergarten, Grade 3 and 7 at the respective schools. In the fall of each school year, physicals are conducted in Kindergarten, Grade 6 and 11 as well as scoliosis screenings in Grades 6 and 7. TB testing is completed in the winter months of each school year in Grade 1 and 9.

Kindergarten screening is held in the spring of each school year at the Elementary Center. Speech and language skills are screened and upon referral from parents and/or professional staff. Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an on-going basis and referrals are made when needed.

The District will administer standardized tests to students in Kindergarten through Grade 2. Reports of these tests are provided to parents each year. The PSSA is administered at the mandated grade levels of each school year. Other testing occurs on the basis of individual need. Vocational interest tests are given in the spring of Grade 9. Report cards are issued quarterly. Any parent who has a question about the testing program should contact the Building Principal.

The District conducts screening of students at three levels:

Level I: Group-based data (Spring of each year)  
Terra Nova - Kindergarten/First Grade/Second Grade

Level II: Sensory, motor, speech and language data  
Usually occurs at Kindergarten registration in early spring  
Can be requested at any time by the parent or staff

Level III: Child Study Team  
Student Assistance Program

At the elementary level, screening information is used by the Building Principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child needs additional services, a referral to the Child Study Team will be made in an attempt to keep the child involved with traditional classroom experiences. The Child Study Team provides consultative and support services to all students, and advises the general education staff regarding techniques, materials and programs for students experiencing difficulties in academic, behavioral and social skills. If the child does not make satisfactory progress, parents/guardians will be asked to give written permission for a multi-disciplinary evaluation to be conducted.

At the secondary level, the Student Assistance Program (SAP) reviews screening information. The SAP Team suggests necessary accommodations be made in the child's current program and/or if a multi-disciplinary evaluation is warranted.

## EVALUATION

When screening indicates that a student may have a disability and be in need of specially designed instruction Bethlehem-Center School District will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is conducted by a multidisciplinary team (MDT), which must include at least a school psychologist, a teacher, and the parents. This process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests, and procedures used as a part of the multidisciplinary evaluation may not be racially or culturally biased.

The evaluation results are compiled in a written Evaluation Report. This report states determination about a student's eligibility for special education based upon the presence of a disability and the need for specially designed instruction. The Evaluation Report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, Bethlehem-Center School District has timelines and procedures specified by law, which it must follow.

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Parents who think their child may have a disability may request, at any time, that the school district conduct an evaluation. The request should be made in writing to the district's contact person listed at the end of this document. If the parent makes an oral request for a multidisciplinary evaluation, the school district shall provide the parent with a form for that purpose. Child Study Team activities shall not serve as a barrier to the right of the parent to request, at any time, an evaluation.

Parents also have the right to obtain independent educational evaluation. This district must provide to parents, on request, information about where an independent educational evaluation may be obtained.

## **EDUCATIONAL PLACEMENT**

The determination of whether or not a child has a disability is made during the evaluation process. A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP Team must include at least two members in addition to the child's parent. Other required members include at least one regular education teacher of the child (if the child is, or may be participating in the regular education environment), at least one special education teacher, and a representative of the school district. If the student is eligible for special education, the IEP (Individualized Education Plan) Team develops a written plan called an IEP. The IEP shall be based on the results of the evaluation.

An IEP describes a student's current educational levels, goals, objectives, and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP Team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

- Learning Support class
- Emotional Support class
- Blind/Visually Impaired class
- Physical Support class
- Multiple Disabilities Support class
- Life Skills Support class
- Deaf/Hearing Impaired Support class
- Speech and Language Support class
- Autistic Support class

Level and location of intervention options include:

- Supportive intervention in the regular class
- Supplemental intervention in the regular class and/or in a resource room
- Part-time or full-time special education class in a regular school
- Part-time or full-time special education class in a location other than the regular school.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

## **SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in school programs and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, Bethlehem-Center School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" may be distinct from those applicable to exceptional or thought to be exceptional students. The district or parent may invite an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parent should contact the district's special education contact person listed at the end of this report.



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## CONFIDENTIALITY

Each school district protects the confidentiality of personally identifiable information regarding its exceptional, thought to be exceptional, and protected handicapped students (if not protected by IDEA '05 or Pennsylvania's special education regulations) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Educational records mean those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or Intermediate Unit. For all students, the educational agency maintains education records that include, but are not limited to:

- Personally identifiable information-confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information-information contained in the education record of a student which would not generally be considered to be harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 (eligible students) certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The school district will comply with the request to inspect and review education records without unnecessary delay and before any meetings regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parent wishes to inspect to the school principal or other school official. Parents have a right to a response from the school district to reasonable request for explanations and interpretations of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review their child's record. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, the parents have the right only to inspect and review the information related to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents in writing of its decision. If the school district refuses to amend a record, it will notify the parents of their right to a hearing procedure will be provided to the parents or eligible student when notified of the right to a hearing.

Bethlehem-Center School District will inform parents when personally identifiable information is no longer needed to provide educational services to the child. Such information must be destroyed at the request of the parent. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of the student's name, address, and telephone number, his/her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

Bethlehem-Center School District will provide, upon request, a listing of the types and locations of educational records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to education records, including name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

3. Parents have the right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means the parent has been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement

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unit personnel); person or company with whom the District has contracted to perform a special tasks (such as attorney, auditor, medical consultant, or therapist, etc.) or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the District discloses education records without consent to officials of another district in which a student seeks or intends to enroll.

4. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202-4605.

## **MODE OF COMMUNICATION**

The content of this notice has been written in simple, straightforward language. If a person does not understand any of this notice, he/she should contact Bethlehem-Center School District and request an explanation.

Bethlehem-Center School District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

## **SPECIAL EDUCATION CONTACT**

Bethlehem-Center School District  
School Psychologist/Supervisor of Pupil Personnel  
179 Crawford Road  
Fredericktown, PA 15333  
724-267-4940

## **TITLE IX AND SECTION 504 COMPLIANCE PROCEDURES**

The Bethlehem-Center School District makes every effort to comply with Title IX and Section 504. Should there be a complaint in either of these areas, the District has named Dr. Christine Winiarski as the Title IX and Section 504 Compliance Officer. Dr. Winiarski can be reached in the District at (724) 267 - 4940 to complete and file a Title IX and Section 504 Grievance Procedure form.

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## LIST OF CRITERIA TO DETERMINE HIGH SCHOOL GRADUATION:

A: The Bethlehem-Center School District will require students to attain a minimum of 26 Planned Courses through successful completion of courses or course requirements.

English	5 Planned Courses
Math	4 Planned Courses
Science	3 Planned Courses
Social Studies	4 Planned Courses
Human/Art	5 Planned Courses
Health	1 Planned Course
Phys. Ed.	4 Planned Courses
	26 Total Planned Courses

Grade that must be attained to successfully complete course requirement: A, B, C, or D.

**A - Exemplary Performance:** Demonstrates mastery of strategy or skill (100% - 93%).

**B - Commendable Performance:** Carries out strategy of skill without significant error (92% - 84%).

**C - Satisfactory Performance:** Makes some errors when performing the strategy or skill, but can complete the task (83% - 70%).

**D - Demonstrates** below average performance (60% - 69%).

**F - Failure** to demonstrate mastery of strategy or skill (59% - below).

**I - Incomplete**

B. Students will be required to maintain a portfolio which will be used to show the growth and development of students in our district. Teachers and students will select samples of the student's work to be placed in the portfolio.

C. All students will be required to complete a student project. The purpose of the project will be to have students demonstrate their ability to apply, analyze, synthesize, evaluate and communicate their new knowledge and understanding.

D. The district has established procedures for conducting exit interviews for our seniors. The exit interviews are designed and structured to provide seniors with an opportunity to demonstrate that they are qualified to graduate.

The interview panel will be composed of teachers, administrators, parents, and community members. Consideration will be given during the implementation of the plan as to whether or not these interviews will be mandatory.

E. All students must demonstrate their proficiency of the Pennsylvania Math and Reading Standards by achieving a Proficient or Advanced score on their 11th grade PSSA tests. Students who do not demonstrate proficiency on the assessments must use one of the School Board approved alternative pathways toward graduation: 12th grade PSSA retake, 4 Sight Assessments, Student Portfolio, curriculum-based computer programs, or through a student's IEP.

F. No student will be permitted to participate in commencement until all graduation requirements have been fulfilled or children with disabilities who satisfactorily complete a special education program developed by an IEP Team.

The following are the dates for Mid-term Progress Reports, End-of-Nine Weeks, and Report Cards Issued Dates.

Progress Reports	Nine-Weeks	Report Cards
<b>Mailed:</b>	<b>Ends:</b>	<b>Issued:</b>
Oct. 1	Nov. 2	Nov. 9
Dec. 9	Jan. 20	Jan. 27
Feb. 23	March 25	April 7
May 3	June 3	June 10

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## SCHOOL DELAYS

During the winter months it sometimes becomes necessary to delay the start of the school day, shorten it, or even close school due to inclement weather conditions. If this becomes necessary, school officials will make the decision as quickly as possible and relay the information to the following radio and TV stations for public notification:

### TV Station

KDKA TV Channel 2

WTAE TV Channel 4

WPXI TV Channel 11

### Radio Station

WANB 103.1 FM

WJPA 95.3 FM

WZKT 98.3 FM

KDKA 1020 AM

**cancellations.com** on the web

Please do not attempt to call the school or radio stations regarding closings or delays. Please be patient and listen to your radio and television. It is the intent of the school district to delay or close school in the interest of student safety. Decisions will be made as early as possible with the best information available at that time. Your cooperation and understanding are needed.

## POLICY FOR DETERMINING GRADES

### ALL PROFESSIONAL STAFF WILL USE PERCENTAGES

The following procedure will be used:

1. All student work being assessed for a grade must be assigned a point value. (Examples: Tests, quizzes, reports, class participation, homework, notebooks, projects, etc...)
  2. Each 9-week grade will be determined by dividing the total points earned by total possible points. This will be a %. ( $92/100 + 98/100 + 88/100 + 96/100 + 98/100 + 94/100 = 566/600 = 94.3\%$ )
  3. Final course grade will be determined by doubling the percentage given in each 9 weeks and adding the percentage of the final exam then dividing by 9. ( $92 + 92, 94 + 94, 90 + 90, 89 + 89, +94 = 824/9=91.5$ ) Elementary will divide sum of 9-week grades by four.\*
  4. A minimum of 5 grades in each subject area is required during a nine week grading period.
  5. Assignments given to students must be collected, checked, and returned to the student by the end of the nine week grading period. If in the event the project or activity is the entire nine weeks grade, it must be returned to the student by the end of the following grading period.
1. Course grade determined by 9-week grades and final exam.
  2. Final exams will be administered to students in grades 6-12. Format and content to be determined by department or individual teacher.
  3. 9-week courses - final grade determined by 9-week grade.
  4. Semester course - final grade determined by two 9-week grades (doubled) added to the final exam grade. Sum to be divided by 5.

### Grade Challenges

Any question regarding grades must be resolved within ten school days following issuance of the report card.

\*This will be computed by ProSoft.

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# **REQUIREMENTS FOR ENROLLMENT IN BETH-CENTER**

When a new student enters our school, he/she should report first to the guidance office for registration purposes. New student's parent/guardian will provide the following:

1. Proof of residency
  - Notarized Affidavit of Residency
  - If you own your home:
    - a) copy of property sales agreements and/or
    - b) copy of property tax receipt
  - If you rent your home:
    - a) copy of lease agreement or
    - b) notarized statement from landlord
2. Notarized copy of signed Act 26 form (1995 Safe Schools and Possession of Weapons 24 P.S. 13-1317.2)
3. Transcript and/or report card from previous school
4. Withdrawal form from previous school
5. Complete Immunization record
6. Social security number
7. If student is not residing with custodial parent/legal guardian, two notarized affidavits are required.
  - One notarized affidavit from custodial parent/legal guardian
  - One notarized affidavit from the resident of Bethlehem-Center School District assuming responsibility for student
8. If in foster placement, documentation from placing agency
9. For initial school placement (kindergarten/first grade) birth certificate is required
10. Complete Home Language Survey

# **REQUIREMENTS FOR WITHDRAWAL FROM BETH-CENTER**

Students withdrawing from Beth-Center must make the request to the guidance office. Students may be withdrawn by parent/guardian request (in person or in writing).

Students are withdrawn and their records sent after:

- All books are returned or restitution made
- All fines and fees are paid
- All classes are cleared by teacher's signature
- Books are cleared in the library by librarian's signature
- All cafeteria debts are paid

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**BETHLEHEM-CENTER SCHOOL DISTRICT**  
194 CRAWFORD ROAD  
FREDERICKTOWN, PA 15333  
TELEPHONE (724) 267-4910  
FAX (724) 267-4904

**Parents' Right to Know  
Regulations 200.61**

August 31, 2009

Dear Parent:

Your child's school receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that was signed into law by President Bush on January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

The Bethlehem-Center School District

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# RELATED SCHOOL BOARD POLICIES

## SCHOOL BOARD POLICY #201 ADMISSION OF BEGINNERS

**1. Purpose** SC 1301 Title 22; Sec. 11.12, 11.41 The Board shall establish age requirements for the admission of beginners which are consistent with the statute and sound educational practice, and which ensure the equitable treatment of all eligible children.

**2. Guidelines** Beginners - (First Grade Level)

SC 1304, 1326 Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term unless the Superintendent/designee makes an exception because of intervening circumstances. A child who is eight (8) years of age may begin school at any time during the school year.

Title 22 A beginner (first grader) is eligible for admission to the lowest grade of the primary school  
Sec. 11.15 SC 1304 above the kindergarten level if s/he has attained the age of six (6) years on or before July 1.

### Kindergarten

Title 22 A child is eligible for admission to kindergarten if s/he has attained the age of five (5) years  
Sec. 11.14 on or before July 1.

**3. Delegation of Responsibility** The Superintendent shall require that each child who registers for entrance to school exhibit his/her birth certificate or similar documentation as proof of age and birthdate.

### References:

School Code - 24 P.S. Sec. 503, 1301, 1304, 1326

State Board of Education Regulations - 22 PA Code Sec. 4.41, 11.12, 11.14, 11.15, 11.16, 11.41

Board Policy - 203

## SCHOOL BOARD POLICY #204 ATTENDANCE

**1. Authority** SC 1326, 1327 1329 The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils enrolled in the public schools. These requirements are found in Sections 1326, 1327 and 1329 of the Pennsylvania School Code, and they are repeated below.

SC 1326 A child must attend school regularly from the time s/he enters, which shall be no later than at the age of eight (8) years, until the age of seventeen (17) years.

SC 1327 Every parent, guardian or other person having control or charge of any child or children of compulsory school age is required to send such a child or children to a day school continuously through the entire term, during which the public schools in their respective districts shall be in session.

SC 1301, 1302 1327, 1329 The Board of School Directors of any school district may, upon certification by a licensed practitioner of the healing arts or upon any other satisfactory evidence being furnished to it, showing that any child or children are prevented from attending school, or from application to study, on account of any mental, physical, or other urgent reasons, excuse such child from attending schools required by the provisions of this act, but the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance. In every such case, such action by the Board of School Directors shall not be final until the approval of the Department of Public Instruction has been obtained. Every principal or teacher in any public, private, or other school may, for reasons enumerated above, excuse any child for non-attendance during temporary periods.

Title 22  
Sec. 11.11, 11.13, 11.23, 11.25, 11.41

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**NOTE: At the start of each school term, the district's attendance policy and absence referral policy will be sent home with each child. When a child is newly registered in the district, the district's attendance policy and absence referral policy will be given to the parents.**

## **SCHOOL BOARD POLICY #204.1 CREDIT REVOCATION**

### **1. Purpose** Pol. 204

It is the intent of this policy to provide a structure in which Bethlehem-Center School District students can gain maximum benefit from the instructional program. Credit revocation, defined as the loss of course credit by a student after accumulating a defined number of applicable absences, is intended to encourage and motivate students to meet their academic responsibilities through regular attendance at school. Many attempts will be made to correct detrimental behavior and avoid significant punitive consequences. Students are expected to be in attendance on all days during all hours that school is in session in accordance with state laws and the policies of the school district. Full day and partial day absences, tardiness, or truancy will be recorded. If a student's absences from scheduled instructional time exceed twenty (20) days at any point during the school year, credit shall be denied for the course(s) regardless of the grade(s) earned.

### **2. Guidelines**

#### Absences Applicable for Credit Revocation

Unexcused/illegal absences are defined as follows:

1. Truancies.
2. Failure to attend Alternative Education.
3. Tardies to school.
4. Early Dismissals.
5. Lack of transportation.
6. Absences not verified in writing by parents/guardians within five (5) school days of absence.

7. All parent-excused absences for illness will be marked excuse but applicable.

Each day of applicable multi-day absences will be counted toward credit revocation. Absences will be recorded by both the administration and the classroom teacher.

#### Absences Not Applicable for Credit Revocation

All legal/excused absences are defined as follows:

1. Illness as certified by a written explanation signed by a licensed health care practitioner.
2. Death in the family. (Reasonable 3 to 5 days)
3. Impassable roads when certified by the school district.
4. Religious holidays as certified by a written explanation signed by the student's clergy person.
5. Administrative reasons such as approved field trips or special programs including out-of-school suspension.
6. Professional healthcare when not practical to receive outside of school hours.
7. Special circumstances approved in advance by the Superintendent, not to exceed five (5) days.

None of the above will be considered excused if written verification is submitted more than five (5) days after the fact.

Title 22  
Sec. 11.21



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## Process and Procedures

### **Step One -**

Each time a student is absent for an entire day or a partial day, the parent/guardian and/or physician is expected to provide appropriate written, signed, and dated documentation. In the event that a written excuse is not submitted within five (5) school days of the absences, or not acceptable, or if the absence is a result of truancy, disciplinary action will be taken. Truancy cannot be tolerated and will result in consequences that are progressive. Depending on the nature of the infraction, discipline will range from a warning to out-of-school suspension.

### **Step Two -**

When a student has reached a total of ten (10) applicable absences, a conference shall be held involving the student and the principal/designee. The attendance recorded of the student will be reviewed, and implications of further applicable absences, tardiness, or truancy will be discussed as part of this conference. A letter will be mailed (certified mail) to the parent/guardian, confirming this conference and the student's current status in relationship to the Credit Revocation Policy.

Following ten (10) days of applicable absence, a letter will be sent requiring a medical practitioner's excuse for any absences.

Absences after that day which are not accompanied by one of the written excuses listed under non-applicable absences will be considered unlawful/unexcused.

Following three (3) days of unlawful/unexcused absence, the school will send an Official Notice of Unlawful/Unexcused Absence.

If the student should be unlawfully absent at any time after the initial certified letter is sent to the parents, a private criminal complaint form shall be filed by the school principal with the district magistrate for disposition. The principal after careful review may elect not to file with the magistrate.

If after the private criminal complaint has been submitted to the district magistrate the student continues to be unlawfully absent, the school will complete another private criminal complaint form to be filed by the principal with the district magistrate. At this point the student will be referred to Children and Youth Service for truancy intervention.

### *Penalties -*

Elementary School K-5, Middle School 6-8, and High School 9-12

Additionally, the following penalties may be imposed by the building principal once a student has missed a total of ten (10) or more days of absences:

SC 510, 1318

1. Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion for the student from their regular school program.

\*See Appendix A For Attendance Referral Process

### **Step Three -**

When a student has reached a total of fifteen (15) applicable absences, the student shall have lost the right to participate in ALL sports and activities sponsored by the Bethlehem-Center School District for a period of one (1) calendar year. Examples of affected activities may include (but not limited to): athletic practices and competitions, Homecoming, Prom, band trips, pep rallies, field trips, after school meetings, dances, performances, Sports Night and competitions. The principal/designee shall hold a conference with the student and the parents/guardian. The parents/guardians will be mailed (certified) confirmation of the student's status in relationship to the Credit Revocation Policy.

After having reached Step Three and having accumulated twenty (20) consecutive school days of perfect attendance thereafter, with no class cuts, a student may petition the Superintendent for the restoration of his/her participation privileges. If approved, all participation privileges will be restored until the next unexcused/illegal absence or class cut. There will be NO opportunity for a second participation petition. Student's right to participate in all sports and activities sponsored by the district will be revoked for the continuation of the initial suspension of participation privileges.

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#### **Step Four -**

When a student has reached a total of twenty (20) applicable absences, a letter shall be sent (certified) to the parents/guardians of the student giving notice that all credits attempted in applicable courses have been denied for the school year regardless of the grade earned. No make-up for courses which have earned credit revocation will be scheduled during the same school year; nor will homebound instruction be approved retroactively for credit in courses that have earned credit revocation. It is understood that any course credits already passes and earned before credit revocation is decreed are kept and not revoked.

Seniors who have lost sufficient required credits to graduate through failure and/or credit revocation will not be permitted to participate in the senior activities or commencement activities.

#### Attendance and Policy Records

All records for school attendance will be maintained by the main office. Class attendance is shared responsibility of the classroom teacher and the administration. Teachers must submit attendance discrepancies to the office for verification of cuts and keep a record of the same. If there is disagreement with the student's attendance record in relation to the Credit Revocation Policy, the student and parents/guardians should contact the principal/designee immediately. Discrepancies should be presented to the principal at each step in the process. Consideration for corrections must be submitted to an administrator within ten (10) days after written notification was received by the parent/guardian.

#### Exemptions

In all cases of extended absenteeism, the student is encouraged to communicate with his/her teacher. When possible, the teachers will provide academic work for the student during the convalescent period. Upon the student's return to school, any work missed during the extended absence must be completed. The time allotted will be left to the discretion of the teachers, but will not be less than the total number of days the student was absent as a result of the most recent excused absence. All work must be completed before any consideration will be given to an exemption.

Pol. 117

If a student is going to be absent for an extended period of time, two (2) weeks or more, due to serious/chronic illness or injury, the parents/ guardians are encouraged to apply for homebound instruction. In cases where the Homebound Instruction Policy is not appropriate or when there are other extenuating circumstances, exemptions may be granted for a student who has exceeded the number of permitted applicable absences. To be considered for an exemption, the parents/guardians and the student must present their case for review by the Superintendent. The Superintendent can accept or reject the request.

#### Appeal Process

The parents/guardians can appeal the revocation of credits through the Superintendent's office by requesting a hearing. The hearing will be scheduled within ten (10) days of receipt of a written request. Parents may provide additional documentation or evidence at this time. The Superintendent will consider all factors and provide a written decision. The decision of the superintendent will be provided within five (5) school days after the hearing with the superintendent. His/Her decision will be final.

#### Make-up of Credit Revoked Courses

All credit revoked courses may only be repeated in the following school year. Summer school, tutorial instruction, correspondence courses and same year repeats will not be permitted as opportunities for making such credit revoked courses. Summer school exceptions will be only considered by the Superintendent for seniors, to a maximum of two (2) credits, so they may graduate by August for post-high school educational opportunities.

#### Permanent Record Cards

Pol. 216

For any student that has earned credit revocation due to applicable absences, that information is to be included on the student's permanent record and transcript in the guidance office. The grade showing on the record is to be the earned final course average or

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the average of the student's grades earned to date should the student withdraw prior to the end of the school year. The Credit Revocation Policy stipulated that zero (0) credits are to be earned when attendance affects credits. Therefore, a "CR" is to be inserted on the permanent record label in the "Credits Earned" column.

**\*Appendix A Absence Referral Process**

A. Tardiness - The arrival after the designated starting time, but before the first hour of school has concluded.

1. Times of tardiness shall be aggregated. Students tardy four times shall be charged with a half-of-a-day absence. The attendance person in each building shall notify the parents in writing when aggregated tardies convert to half-day absences.

2. High School students shall lose their driving privileges for excessive tardies (four) when the reasons for the tardiness are car related.

B. Half Day Absences

1. Students shall be charged with a half day absence, when they arrive after the first hour of the school day.

C. Full Day Absences

1. Students who arrive after the first three and one-half hours of the school day will be charged with a full day of absence.

2. One day of absence will be charged to students who leave school before 11:01 a.m. at the Middle School & High School and 12:01 p.m. at the Elementary School.

D. Absences

1. When a Middle/High Student is absent, the principal or his/her designee may call the student's home to verify the absence.

2. If a student's absence is determined to be unexcused or illegal, the student will not be allowed to make up missed work.

3. Students who are assigned Alternative Ed. & fail to report will be will be charged 1 (one) day of unexcused/illegal absence.

E. Early Dismissals

1. No absence shall be charged for students whose early dismissal is after 1:30 p.m. for secondary students.

2. No absence shall be charged for students whose early dismissal is after 2:30 p.m. for elementary students.

3. One half-of-a-day of absence shall be charged to students who leave school between the times of 11:01 a.m. and 1:30 p.m. for secondary students.

4. One half-of-a-day of absence shall be charged to students who leave school between the times of 12:01 p.m. and 2:30 p.m. for elementary students.

F. Due Date for Written Excuses

1. Written excuses are due at the time of the student's return to school.

Elementary School - Students are to turn their excuses into their homeroom teacher.

Middle School and High School - Students are to turn their excuses into the secretarial/support aide in charge of attendance.

2. A grace period of five days to submit the excuses will be extended to parents and students. Absences for which excuses are not received after five (5) days will be classified unexcused or unlawful, as the case may be.

3. Medical excuses must be presented within five (5) days of a student's return to school. They will not be accepted after five (5) Altered Medical Excuses will be disregarded.

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## G. Excuses for Religious Instruction

1. Excusal for religious instruction shall be limited to a total of 36 hours per school year, and in accordance with the School Code, shall require submission of a written request from the parents or guardians of the student, prior to release of the student to attend and/or participate in religious instructional programs. An identification of the dates and hours for which the absence is requested and a statement following such instruction from the organizers or the instructional program that the student did in fact attend the instruction and the dates and hours upon which such attendance took place must be provided. The school district, however, shall not provide transportation to and/or from said religious instruction.

## H. Attendance

1. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, at the place where the student is receiving approved tutorial instruction or health care, at the place where the student is engaged in an approved and properly supervised work-study or career education programs, or at home when the student is receiving approved homebound instruction.

## I. Excusal from Attendance

The Board shall excuse students in the following situations from the requirements of regular attendance of the schools of the District, on a permanent basis, with the provision that if conditions change such that the identified situation no longer exists, students may once again be subject to the compulsory attendance laws:

1. On certification by a physician, psychiatrist, 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 or physical reasons so urgent as to preclude regular attendance;
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except these students and students attending college who are also enrolled part time in the schools of the District shall be counted as being in attendance in this District;
3. Students tutored by a properly qualified tutor, subject to the Superintendent's approval;
4. Students sixteen or seventeen years of age whose enrollments in a private trade or business school have been approved;
5. Children fifteen years of age, and fourteen years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits; and
6. Children sixteen years of age regularly employed during the school session and holding a lawfully issued employment certification.

## J. Excusal for Vacation

1. Parents may seek permission to have a student excused from school to travel or vacation away from the district due to special circumstances approved by the Superintendent. This absence will be marked excused provided:

A. The appropriate principal receives a written request from the parents prior to the student's absence asking to have the student excused for the purpose of vacation and travel. This request shall be made at least one (1) week before the absence; failure to notify the school in advance will result in an unexcused absence;

B. After the approval of the superintendent, the student shall go to all teachers and obtain work that is to be completed during the absence;

C. Upon return to school, the student shall hand in the assigned work and complete whatever other work is required;

D. The appropriate teachers shall certify that the work has been satisfactorily completed and the absence is so indicated as excused;

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E. Any student who fails to submit completed assignments within five (5) school days upon his/her return to school will receive a zero for each incomplete assignment. This grade(s) will be factored into the student's overall grade for that particular marking period.

F. Only special circumstance vacation request will be considered non-applicable. The maximum number of days for travel and vacation shall be five (5).

## **SCHOOL BOARD POLICY #210 USE OF MEDICATIONS**

- 1. Purpose** The Board shall not be responsible for the diagnosis and treatment of student illnesses. The administration of medication to a student during school hours in accordance with the direction of parent(s) and family physician will be permitted only when failure to take such medicine would jeopardize the health of the student, or when the student would not be able to attend school if the medicine were not made available during school hours.
- 2. Definition** For purposes of this policy, **medication** shall include all medicines prescribed by a physician, and all over-the-counter drugs including but not limited to aspirin, cough drops, cough medications, etc.
- 3. Guidelines** Both prescribed medication and over-the-counter medication will be administered only under the direct order of a physician. This direct order must be in the form of a written order from the child's physician and must include the following information:
1. Date, full name of student.
  2. Name of medication.
  3. Prescribed strength and dosage.
  4. Time schedule for administration.
  5. Length of time to be administrated.
  6. Possible side effects.
  7. Signature of physician and signature of parent(s) or guardian(s).

It is the responsibility of the parent(s) to provide the school with this written order.

Medications must be administrated through the school's health office. Students are not permitted to carry medication of any kind with them for purposes of self-medication. The authorized medication will be received and administrated by the school health care personnel. According to Pennsylvania State Health Department Regulations, medications may not be administrated by a person other than a licensed registered nurse or a licensed practical nurse. These health care personnel may administer medication to students only when the student's parent(s) have supplied the health care team with the necessary authorization outlined in the paragraph above.

Students with documentation of acute medical necessity will be permitted to carry medical delivery systems on their person. Examples of such delivery systems would include but not be limited to metered dose inhalers and auto inject Epipens. Direction of medical necessity must come for a Medical Doctor.

In the event a student is in need of further medical treatment, every effort will be made to contact the parents, guardians or people listed on the Emergency Medical Card. In the event we are unable to reach any of the above, the student may be transported to a local hospital via an ambulance.

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## SCHOOL BOARD POLICY #222 TOBACCO-FREE ENVIRONMENT

- 1. Purpose** The Bethlehem-Center Board of Education recognizes that smoking and/or use of tobacco during school hours and on school property presents a health and safety hazard which can have serious consequences for both the smoker and non-smoker as well as for the safety and integrity of the district and is, therefore, of concern to the Board. In addition, the negative image of adults working with school children on school property or in school buildings while smoking and/or tobacco use is unacceptable to the Board.
- 2. Definitions** **Smoking** is the use or possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment.  
18 Pa C.S.A. **Tobacco Use** is the use or possession of smokeless tobacco in any form, including, but not limited to, chewing tobacco.
- 3. Authority** There will be no smoking or use of tobacco products by any student in any school buildings, buses, vans, vehicles, and/or grounds owned, leased or controlled by the district. This total use of all tobacco products ban applies to the Bethlehem Center High School, Bethlehem Center Middle School, Bethlehem Center Elementary School, and the High School Stadium Bleachers.  
SC 510  
Title 22  
Sec. 12.3  
35 P.S. 1233.5  
35 P.S. 1233.5
- 4. Guidelines** Citations will be filed with local magistrate for violators of this policy.  
Title 18  
Sec. 6306.1 A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to fifty dollars (\$50.00) plus court costs or admitted to alternative adjudication.

## SCHOOL BOARD POLICY #227 ILLEGAL USE OR POSSESSION OF DRUGS OR ALCOHOL

- 1. Purpose** This policy and its rules, regulations, and guidelines represents a concerted effort by the Bethlehem-Center School District to effectively intervene and prevent the potential for the use and abuse of drugs and alcohol by members of the district's student population.  
The Bethlehem-Center School District will combine the work of its Student Assistance Team (SAT), curricula, classroom activities, and disciplinary procedures to intervene and prevent the misuse and abuse of all drugs, alcohol, and mood altering substances by members of its student population.  
The goal of this policy is to provide guidelines for the SAT and other school personnel when intervening in situations relating to substance abuse.  
This policy shall provide for the equal treatment of all students regardless of sex, race, creed, or national origin.  
These guidelines serve as one part of the district's drug and alcohol policy. They are intended to provide consistent direction for effectively responding to alcohol and drug related situations that may occur at school or school-sponsored events. The guidelines have been prepared with full consideration for the legal and ethical rights and responsibilities of the administrators, faculty, students, parents/guardian(s), and others who may find themselves involved in such situations. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse.  
Situations that may occur at school or school-sponsored events are used to both focus and separate the guidelines that appear on the following pages.
- 2. Definitions** For the purpose of this policy, the term **drug** shall include any alcoholic or malt beverage, controlled substance, chemical, medication including over-the-counter medication, look-alike substance or abused substance not listed or approved by the health office. Tobacco products are excluded from this definition.  
Pol. 210

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**Chemical Dependency** - the use of any chemical substance to a degree where the individual begins to depend on the substance physically or psychologically in order to function.

**Citation** - as commonly defined in Pennsylvania's Criminal Rules and Procedures Manual.

**Confidentiality** - between students and staff members shall be respected. Communication of any shared information to individuals or agencies outside the scope of this policy will be done only with the consent of the student or the student's parent/guardian. Communication without consent will occur if the district Superintendent determines that it is in the student's best interest to do so.

**Cooperative Behavior** - is defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with staff requests and recommendations.

**Counselor** - an individual who promotes the social, emotional, academic and career development of students in order to increase the student's readiness to learn.

**Drug and Alcohol Resource Person** - is a certified program specialist with an expertise in the area of social restoration and student high-risk behaviors associated with the use of drugs or alcohol.

**Drugs and Mood Altering Chemicals** - including any alcoholic beverage, chemical substance, controlled substances, or illegal and abused substance or medication (including over-the-counter medication) not approved and registered by the health office and any substance which is intended to alter mood.

**Look-Alike Substance** - is any liquid or solid that resembles a mood-altering chemical or is presented as a facsimile of a mood-altering chemical.

**Misuse/Abuse** - is the use of a chemical substance in a manner that causes harmful effects, either physiologically, psychologically, or socially.

**Nurse** - is an individual employed by the district who is licensed and certified to provide student health services and who has a knowledge of the students' health backgrounds which may impact upon learning.

**Others** - any person(s) who is not a student or employee of the district.

**Parent** - is one or both of the student's biological parents, or a responsible adult who is functioning in the role of the student's parents or legal guardian(s).

**Personal Property** - anything owned by or at the disposal of an individual such as clothing, book bag, purse, student locker, gym locker, motor vehicle, etc.

**Possession** - is the ownership, control, or holding of an illegal substance.

**Prevention** - is defined as those activities designed to motivate students to avoid chemical use.

**Principal/Site Administrative Staff** - is the individual vested with primary responsibility for overall school administration or the individual directly assigned to act on behalf of the principal to carry out these policies and procedures.

**Probable Cause** - as commonly defined in the Pennsylvania's Criminal Rules and Procedures Manual.

**Reasonable Belief (Suspicion)** - as commonly defined by the Pennsylvania's Criminal Rules and Procedures Manual.

**SAT (acronym for Student Assistance Team)** - Bethlehem-Center's Core Group of school personnel who are specially trained to work with students experiencing drug/alcohol/mental health problems or who are at-risk for suicide.

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**School Property** - includes not only actual buildings, facilities, and grounds on the school campus, but also includes school buses, school bus stops, school parking areas, and any facility being used for a school function.

**School-Sponsored Activity** - is any activity that is funded and/or supervised by the school district.

**Search and Seizure** - as commonly defined in the district's Student Discipline Policy.

**Staff Members** - are all employees of the Bethlehem-Center School District.

**Student**- is an individual enrolled in any educational or self-development program sponsored by the district.

**State Licensed Drug and Alcohol Facility** - a facility that provides assessment, evaluation, out-patient therapy and referral for rehabilitation.

**Student Assistance Program** - is a way to identify high-risk students who are having school-related problems because of alcohol and drug use or who are at risk of suicide and other mental health problems. It is also a method for intervening and referring these students to an appropriate community service. It is an intervention, not a treatment, program. The heart of the district's program is its Student Assistance Team. The SAT Team uses a systematic process to determine which are having problems and refers them for help.

**Support Personnel** - includes all individuals responsible for the non-academic services rendered to students by the school district; e.g., psychologist, counselors, nurses, and alcohol resource person.

**Teacher** - is an individual directly responsible for the instruction and guidance of students on a day-to-day basis.

**Uncooperative Behavior** - is defined as any resistance or refusal, verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of a staff member at the time the student is apprehended using or in possession of drugs, alcohol, look-alikes, unapproved over-the-counter, medication, or other mood altering substances. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior.

**Use** - is the inhalation, ingestion of any chemical substance that enters the body for the purpose of producing a physiological or psychological effect.

**3. Delegation of Responsibility** Pol. 218-R The Superintendent shall prepare rules for the identification, amelioration and control of drug abuse in the schools which shall establish procedures dealing with students suspected of the possession or distribution of drugs in school up to and including expulsion and referral for prosecution.

**4. Guidelines** PROHIBITION OF ANABOLIC STEROIDS

Act 93 of 1989 Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.



The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

Act 104 of 1989  
42 P.S. 8337  
Pol. 223

Students should be made aware that anabolic steroids are classified as controlled as controlled substances and that the use, unauthorized possession, purchasing, or selling purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution.

Incidents of possession, use and sale of controlled substances and alcohol by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

### **DISCIPLINES, RULES AND REGULATIONS RELATED TO THE DRUG AND ALCOHOL SITUATIONAL CATEGORY**

<b>Situational Category</b>	<b>Recommended Discipline Procedure</b>
4. Student demonstrates obvious symptoms of possible drug or alcohol use (staggering, slurred speech, dazed appearance, incoherence, etc.). This situation should be handled as a health problem and potential emergency.	If determined to have been under the influence of drugs or alcohol; Social probation (1 calendar year); Suspension, pending Board hearing for expulsion of not less than thirty (30) school days.
5. A student possesses, uses, or is under the influence of drugs, mood altering substances, or alcohol for the first time and is cooperative with the investigation.	Social probation (1 calendar year); Suspension, pending Board hearing for expulsion of not less than thirty (30) school days.
6. A student is caught for the first time in possession of a small amount of drugs and is uncooperative with the investigation (will not turn over substances, responds with arrogance.)	Social probation (permanent); Suspension, pending Board hearing or expulsion of not less than one (1) calendar year.
7. A student is caught a second time possessing, using, or under the influence of a drug substance.	Social probation (permanent); Suspension, pending Board hearing for expulsion of not less than one (1) calendar year.
8. A student is found using, in possession of, or is suspected to be under the influence of drugs or alcohol when attending as a participant or spectator at any school sponsored function, on or off school property. This includes any athletic or activity event at another school district, school, or public/private location.	1st offense: Cooperative - refer to situation 5 Uncooperative - refer to situation 6 2nd offense: Refer to situation 7
9. A student is found in possession of any apparatus associated with the use of drugs (papers, bongs, clips, syringes, etc.), look-alike substance, or any over-the-counter medication not registered with the nurse.	1st offense: Social probation (1 calendar year); Suspension, pending Board hearing for expulsion of not less than thirty (30) school days. 2nd offense: Social probation (permanent); Suspension, pending Board hearing for expulsion of not less than 1 calendar year.

10. A student is caught distributing a drug or drug-related apparatus or is found to be in possession of drugs or apparatus to be held for distribution.	Social probation (permanent); Suspension, pending Board hearing for permanent expulsion.
11. A student has a drug or alcohol-related medical emergency.	Refer to situation 4.
12. A student is caught distributing alcohol	Social probation (1 calendar year); Suspension, pending Board hearing for expulsion of not less than one calendar year.

NOTE: Any third drug/alcohol-related offense will result in immediate indefinite O.S.S. awaiting formal expulsion hearing. Assignment to O.S.S. precludes participation in all activities.

## SCHOOL BOARD POLICY #237 ELECTRONIC DEVICES

- 1. Authority**  
**SC 1317.1** The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.
- SC 150** The Board prohibits use of personal communication devices by students during the school day.
- 18 Pa. C.S.A.** The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities.
- Pol. 815** In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.  
The district shall not be liable for the loss, damage, misuse or confiscation of any electronic device brought to school by a student.
- 2. Delegation of Responsibility** The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook and posted notices.
- Pol. 113** Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).
- Guidelines** All personal communication devices must be turned off and out of view during instructional and non-instructional time during the school day.  
Personal communication devices are prohibited in restricted-access areas and areas where personal privacy is expected (i.e., locker rooms, restrooms).  
The transmission of unauthorized or confidential information is prohibited through electronic devices.  
The privilege of carrying a cell phone will be revoked if the phone becomes a disruption to the learning environment or if there is a violation of this policy. The Superintendent is granted the authority to develop appropriate disciplinary actions.
- TELEPHONE PAGERS/BEEPERS
- SC 1317.1** With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:
1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
  2. A student who has a need for such a device due to the medical condition of an immediate family member or for a personal medical reason.
  3. Other reasons determined appropriate by the building principal and/or Superintendent.

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## LAPTOP COMPUTERS/PERSONAL DIGITAL ASSISTANTS

Laptop computers and personal digital assistants (PSAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

If a student violates this policy the following discipline consequences will occur:

First offense - The device will be confiscated and remain in the school office until a parent or guardian picks it up. The student will receive one day of out of school suspension.

Second offense - The device will be confiscated and remain in the school office until a parent or guardian picks it up. The student will receive three days of out of school suspension.

Third offense - The device will be confiscated and remain in the school office until a parent or guardian picks it up. The student loses all electronic device privileges for the remainder of the school year. The student will receive five days of out of school suspension and social probation for the remainder of the year.

## **SCHOOL BOARD POLICY #249 BULLYING**

- 1. Purpose** The Bethlehem-Center School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.
- 2. Definition** **Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent and effect of:
1. Physically harming a student.
  2. Damaging, extorting or taking a student's personal property.
  3. Placing a student in reasonable fear of physical harm.
  4. Placing a student in reasonable fear of damage to or loss of personal property.
  5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- The term **bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.
- 3. Authority** The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.
- 4. Delegation of Responsibility** Staff members who observe acts of bullying shall take reasonable steps to intervene to stop such conduct. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.
- 5. Guidelines** Student, Parent And Employee Reporting
- The school district expects students and parents who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents may contact the building principal to report acts of bullying.
- If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to the building principal. Other school employees who observe acts of bullying shall report the conduct to the building principal.

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### Investigation Procedures

Each building principal or designee shall investigate reports of bullying brought to their attention by students, parents or school employees. Any investigation of a report may include meetings with students, parents or employees; a review of student records; and other reasonable efforts to better understand the facts surrounding a reported incident.

### Consequences/Discipline

Pol. 218, 233

Students who bully others will be subject to disciplinary action that may include counseling, a parent conference, suspension, expulsion, a loss of school privileges, exclusion from school-sponsored activities and/or other consequences as decided by building/district administrators.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents.

### Reprisal

Any student who retaliates against another student for reporting bullying or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

## **SCHOOL BOARD POLICY #808.1 STUDENT MEAL CHARGES AND PROCEDURES FOR COLLECTION OF DEFICIENT ACCOUNT BALANCES**

- 1. Purpose** The Board acknowledges the need to have a policy to allow meal charges and a policy to collect deficient account balances.
- 2. Delegation of Responsibility** The Board authorizes and directs the Food Service Coordinator to enforce the policy and the procedure to collect deficient student account balances.
- 3. Guidelines** The Bethlehem-Center School District uses a Point of Service System for meal purchases. With this system, each student is issued a Personal Identification Number (PIN) at the beginning of each school year. Even though a student may be identified to receive a free or a reduced lunch, all students have the ability to deposit cash into their student accounts and to use their PIN to make meal purchases in the cafeteria. As a convenience to parents/guardians, Bethlehem-Center School District permits students who forget their lunch money or who do not have sufficient funds in their student account to charge their lunch.  
  
The ability for a student to charge his/her lunch is done as an accommodation by the school district strictly for the benefit of the student who upon occasion forgets to bring meal money, or does not have immediate funds available. It is reasonably anticipated that students and parents/guardians will not abuse this privilege and will affirmatively monitor the cash balance in the student's account to assure that sufficient funds are available to cover the cost of all meal purchases, and to deposit the necessary funds whenever it is determined that the student's account balance is deficient. Cashiers in the cafeterias are required, when asked by a student or a parent/guardian, to provide account balance information relative to a particular student's account. In that the school district permits meal charges under certain circumstances, reasonable controls must be established by the school district to limit the school district's aggregate exposure from losses resulting from deficient account balances.  
  
Students in grade levels K through 5 and special needs students (who are unable to take full responsibility for their money) will not be refused a reimbursable meal (breakfast or lunch) regardless of the dollar amount charged. But, once the charged dollar amount exceeds \$7.50, the cashier will issue the student the first of three "alternative meal notices". The second and third notice will be issued to the student upon each additional charge made, over the \$7.50 dollar limit. It is the responsibility of the student to give written notifications to the parent/guardian.

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After the third “alternative meal notice” has been issued, K-12, and the charge has not been paid, the student will receive an alternative meal which will consist of cereal, juice and milk for breakfast and a cheese sandwich, vegetable, fruit and milk for lunch. Student’s accounts will continue to be charged for each meal received until the charge is paid in full.

In the event of a medical condition involving cheese or lactose intolerances, with a doctor’s notice on file with the school, the student may receive an optional sandwich.

If charges exceed \$24.00, the student in grades 4-12 will continue to receive the alternative meal and a written notification will be sent home to the parents/guardians. The student may also be placed on social probation until the charge is paid in full. Social probation can consist of the exclusion from any and all extra curricular activities.

Throughout the notification process, parents/guardians will be offered the free/reduced lunch application.

If the charge should exceed \$40.00, the actions listed above will occur and the District will also seek the assistance of the local magistrate in order to collect the debt. At this time, students in grades 4-12 will no longer be able to participate in the cafeteria program until alternative arrangements have been made.

Students of all grade levels are not permitted to charge “snack” items (items offered in the ala-carte room), additional breakfast or lunch meal items (second sandwich, water, beverages, desserts, etc.) or second breakfast or lunches.

The student ID# and any account balance (positive or negative) will remain with the student from year to year through the time of graduation from high school. At the end of each school year, if a student maintains a negative balance in his/her student account, the school district may elect to not issue the student’s final report card or diploma until the deficient balance is paid in full.

## **SCHOOL BOARD POLICY #815 ACCEPTABLE USE OF INTERNET**

**1. Purpose** The Board supports the use of the Internet and other computer networks in the district’s instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of the network and network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

**2. Authority** The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action for the individual(s) engaging in such use.

### MONITORING

The school district reserves the right to log, monitor and review Internet, e-mail and other network use of each user. This logging, monitoring and reviewing may be conducted without cause and without notice. Each user of the school district’s computer by the use thereof agrees and consents to such logging, monitoring and reviewing and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage. Network storage areas may be treated like school lockers.

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Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private. The school district does not maintain archives of all e-mail messages.

#### FILTER

### **24 P.S. Sec. 4601 et seq**

The school district, through the use of an Internet filter (the filter) as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.

#### ACCESS AGREEMENT

All students, administrators and teachers who use the Internet, e-mail and other network facilities must agree to, and abide by, all conditions of this policy. (Each user must sign the school district's Internet, E-mail and Network Access Agreement, which is on page 65 of handbook.) In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians.

Students may not use the school district's computers for access to the Internet or for e-mail without the approval or supervision of a teacher or other school district staff member.

### **3. Delegation of Responsibility**

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every Internet user, both district and at large.

The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.

### **4. Guidelines**

Network accounts will be used only by the authorized owner of the account for its authorized purpose.

All communications and information accessible via the network, except classroom assignments, should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

#### PROHIBITIONS

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.

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12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
  13. Loading or use of unauthorized games, programs, files, or other electronic media.
  14. Use of the network to disrupt the work of other users.
  15. Destruction, modification, or abuse of network hardware and software.
  16. Quoting personal communications in a public forum without the original author's prior consent.

#### SECURITY

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

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### SAFETY

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

#### CONSEQUENCES FOR INAPPROPRIATE USE

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

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

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

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Internet at large or other networks. This includes but is not limited to the uploading or creation of computer viruses.

**P.L. 94-553**

**Sec. 107**

**Pol. 814**

#### COPYRIGHT

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

### **SCHOOL BOARD POLICY #816 E-MAIL ACCEPTABLE USE**

#### **1. Purpose**

E-mail is a critical mechanism for business communications at Bethlehem-Center School District. However, use of Bethlehem-Center School District's electronic mail systems and services is a privilege, not a right, and therefore must be treated with respect and in accordance with the goals of Bethlehem-Center School District.

The objectives of this policy are to outline appropriate and inappropriate use of Bethlehem-Center School District's e-mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

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**2. Authority** This policy applies to all e-mail systems and services owned by Bethlehem-Center School District, all e-mail account users/holders at Bethlehem-Center School District (both temporary and permanent), and all company e-mail records.

**3. Guidelines** ACCOUNT ACTIVATION/TERMINATION

E-mail access at Bethlehem-Center School District is controlled through individual accounts and passwords. Each user of Bethlehem-Center School District's e-mail system is required to read and sign a copy of this E-Mail Acceptable Use Policy prior to receiving an e-mail access account and password. (See page 65 of handbook.) It is the responsibility of the employee to protect the confidentiality of his/her account and password information.

Employees of Bethlehem-Center School District are entitled to an e-mail account if the administration deems it to be consistent with his/her responsibilities. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees who may be eligible for access include:

1. Contractors.
2. Vendors.
3. Intermediate Unit Employees.

Applications for these temporary accounts must be submitted in writing to the Technology Coordinator. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement.

E-mail access will be terminated when the employee or third party terminates his/her association with Bethlehem-Center School District, unless other arrangements are made. Bethlehem-Center School District is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of his/her employment has ceased.

GENERAL EXPECTATIONS OF END USERS

Important official communications are often delivered via e-mail. As a result, employees of Bethlehem-Center School District with e-mail accounts are expected to check his/her e-mail in a consistent and timely manner so that they are aware of important district announcements and updates, as well as for fulfilling business and role-oriented tasks. E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to mailing list, s/he must be aware of how to remove himself/herself from the list, and is responsible for doing so in the event that his/her current e-mail address changes.

E-mail users are also expected to comply with normal standards of professional personal courtesy and conduct.

APPROPRIATE USE

Individuals at Bethlehem-Center School District are encouraged to use e-mail to further the goals and objectives of Bethlehem-Center School District. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of Bethlehem-Center School District, and parents/students within the context of an individual's assigned responsibilities.
2. Acquiring or sharing information necessary or related to the performance of a student's assignments.
3. Participating in educational or professional development activities.

INAPPROPRIATE USE

Bethlehem-Center School District's e-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual e-mail use will not interfere with others' use and enjoyment of Bethlehem-Center School District's e-mail system and services. E-mail use at Bethlehem-Center School District will comply with all applicable laws, all Bethlehem-Center School District policies, and all Bethlehem-Center School District contracts.



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The following activities are deemed inappropriate uses of Bethlehem-Center School District system and services and are prohibited:

1. Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
2. Use of e-mail in any way that violates Bethlehem-Center School District's policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Bethlehem-Center School District or another individual without authorized permission.
4. Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 2048 KBs or less.
5. Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
6. Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are to be used by the registered user.
7. Personal use of Bethlehem-Center School District e-mail resources are limited to independent learning and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Bethlehem-Center School District prohibits personal use of its e-mail system and services for unsolicited mass mailing, non-Bethlehem-Center School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

#### MONITORING AND CONFIDENTIALITY

The e-mail systems and services used at Bethlehem-Center School District are owned by the company, and are therefore its property. This gives the Bethlehem-Center School District the right to monitor any and all e-mail traffic passing through its e-mail system. While the company does not actively read end-user e-mail, e-mail messages may be inadvertently read by IT staff during the normal course of managing the e-mail system.

In addition, backup copies of e-mail messages may exist, despite end-user deletion, in compliance with Bethlehem-Center School District's records retention policy. The goals of these backups and archiving procedures are to ensure system reliability and prevent business data loss.

If Bethlehem-Center School District discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his/her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information e-mail. Keep in mind that all e-mail messages sent outside of Bethlehem-Center School District become the property of the receiver. A good rule is to not communicate anything that you would not feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.

#### REPORTING MISUSE

Any allegations of misuse should be promptly reported to the Technology Coordinator or district administration. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the contacts named above.

#### DISCLAIMER

Bethlehem-Center School District assumes no liability for direct and/or indirect damages arising from the user's use of Bethlehem-Center School District's e-mail system and services.

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Users are solely responsible for the content they disseminate. Bethlehem-Center School District is not responsible for any third party claim, demand or damage arising out of the use of the Bethlehem-Center School District's e-mail systems or services.

**FAILURE TO COMPLY**

Violations of this policy will be treated like other allegations of wrongdoing at Bethlehem-Center School District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Bethlehem-Center School District's e-mail systems and services may include, but are not limited to, one or more of the following:

**Pol. 317, 417, 517** 1. Employees:

- a. Temporary or permanent revocation of e-mail access.
- b. Disciplinary action according to applicable Bethlehem-Center School District policies.
- c. Termination of employment.
- d. Legal action according to applicable laws and contractual agreements.

2. Students:

- a. *First Offense* - At the principal's discretion, the student will be issued temporary or permanent revocation of the district's e-mail access.
- b. *Second Offense* - At the principal's discretion, the student will be issued a ten (10) day revocation of e-mail access and will be assigned after-school detention; parents will be notified.
- c. *Third Offense* - At the principal's discretion, the student will be issued a permanent revocation of the district's e-mail access and will be assigned ten (10) days of alternative education, social probation and/or out-of-school suspension; parents will be notified. Legal action according to applicable laws will be taken.

## FOOTBALL

### *Boys Varsity*

				Place	Time
<i>Scrimmage</i>	Saturday	08/22/09	CHARLEROI	Away	10:00 AM
<i>Scrimmage</i>	<b>Friday</b>	<b>08/28/09</b>	<b>BROWNSVILLE</b>	<b>Home</b>	<b>7:00 PM</b>
	<b>Friday</b>	<b>09/04/09</b>	<b>CARLYNTON</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Friday</b>	<b>09/11/09</b>	<b>BURGETTSTOWN</b>	<b>Home</b>	<b>7:30 PM</b>
	Friday	09/18/09	*CARMICHAELS	Away	7:30 PM
	<b>Friday</b>	<b>09/25/09</b>	<b>*JEFFERSON MORGAN</b>	<b>Home</b>	<b>7:30 PM</b>
	Friday	10/02/09	*MONESSEN	Away	7:30 PM
	Friday	10/09/09	*MAPLETOWN	Away	7:30 PM
	<b>Friday</b>	<b>10/16/09</b>	<b>*CALIFORNIA</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Friday</b>	<b>10/23/09</b>	<b>*WEST GREENE</b>	<b>Home</b>	<b>7:30 PM</b>
	Saturday	10/31/09	*GEIBEL	Away	12:00 PM

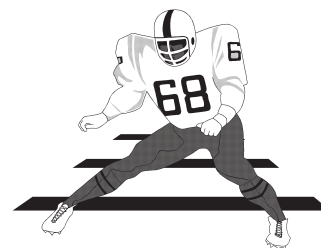
\*=League Event



## FOOTBALL

### *Boys JV*

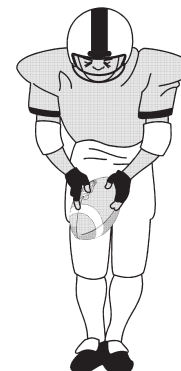
				Place	Time
	Saturday	09/05/09	CARLYNTON	Away	10:00 AM
	Monday	09/14/09	BURGETTSTOWN	Away	4:00 PM
	<b>Saturday</b>	<b>09/19/09</b>	<b>CARMICHAELS</b>	<b>Home</b>	<b>10:00 AM</b>
	Monday	09/28/09	JEFFERSON MORGAN	Away	6:00 PM
	<b>Saturday</b>	<b>10/03/09</b>	<b>MONESSEN</b>	<b>Home</b>	<b>10:00 AM</b>
	<b>Saturday</b>	<b>10/10/09</b>	<b>BROWNSVILLE</b>	<b>Home</b>	<b>10:00 AM</b>



## FOOTBALL

### *Boys Middle School*

				Place	Time
<i>Scrimmage</i>	Wednesday	09/02/09	FRAZIER	Away	4:00 PM
	<b>Wednesday</b>	<b>09/09/09</b>	<b>MAPLETOWN</b>	<b>Home</b>	<b>4:00 PM</b>
	<b>Wednesday</b>	<b>09/16/09</b>	<b>WEST GREENE</b>	<b>Home</b>	<b>4:00 PM</b>
	Wednesday	09/23/09	*JEFFERSON MORGAN	Away	7:00 PM
	Wednesday	09/30/09	CARMICHAELS	Away	7:00 PM
	<b>Wednesday</b>	<b>10/07/09</b>	<b>CALIFORNIA</b>	<b>Home</b>	<b>6:00 PM</b>
	<b>Wednesday</b>	<b>10/14/09</b>	<b>AJM (UNIONTOWN)</b>	<b>Home</b>	<b>6:00 PM</b>
	Wednesday	10/21/09	MONESSEN	Away	4:00 PM
	Monday	10/26/09	WEST GREENE	Away	4:00 PM
	Wednesday	10/28/09	CONNELLSVILLE WEST	Away	3:30 PM



# VOLLEYBALL

## *Girls Varsity*

				Place	Time
<i>Scrimmage</i>	<b>Monday</b>	<b>08/24/09</b>	<b>FRAZIER</b>	<b>Home</b>	<b>10:00 AM</b>
<i>Scrimmage</i>	Thursday	08/27/09	CONNELLSVILLE	Away	6:00 PM
	<b>Tuesday</b>	<b>09/08/09</b>	<b>*UNIONTOWN</b>	<b>Home</b>	<b>6:00 PM</b>
	Thursday	09/10/09	*WAYNESBURG	Away	6:00 PM
	Saturday	09/12/09	CAL TOURN	Away	8:00 PM
	<b>Tuesday</b>	<b>09/15/09</b>	<b>*WASHINGTON</b>	<b>Home</b>	<b>6:00 PM</b>
	Thursday	09/17/09	*LAUREL HIGHLANDS SENIOR HIGH SCHOOL	Away	6:00 PM
	Saturday	09/19/09	SOUTH FAYETTE TOURN	Away	8:00 AM
	<b>Monday</b>	<b>09/21/09</b>	<b>CARMICHAELS</b>	<b>Home</b>	<b>6:00 PM</b>
	<b>Thursday</b>	<b>09/24/09</b>	<b>*MCGUFFEY</b>	<b>Home</b>	<b>6:00 PM</b>
	<b>Monday</b>	<b>09/28/09</b>	<b>BELLE VERNON</b>	<b>Home</b>	<b>6:00 PM</b>
	Tuesday	09/29/09	*BROWNSVILLE	Away	6:00 PM
	Thursday	10/01/09	*UNIONTOWN	Away	6:00 PM
	<b>Tuesday</b>	<b>10/06/09</b>	<b>*WAYNESBURG</b>	<b>Home</b>	<b>6:00 PM</b>
	Thursday	10/08/09	*WASHINGTON	Away	6:00 PM
	Monday	10/12/09	CARMICHAELS	Away	6:00 PM
	<b>Tuesday</b>	<b>10/13/09</b>	<b>*LAUREL HIGHLANDS SENIOR HIGH SCHOOL</b>	<b>Home</b>	<b>6:00 PM</b>
	Monday	10/19/09	BELLE VERNON	Away	6:00 PM
	Tuesday	10/20/09	*MCGUFFEY	Away	6:00 PM
	<b>Thursday</b>	<b>10/22/09</b>	<b>*BROWNSVILLE</b>	<b>Home</b>	<b>6:00 PM</b>
	Saturday	10/24/09	WEST GREENE TOURN	Away	8:00 PM

\*=League Event



# GOLF

## *Boys Varsity*

			Place	Time
Friday	08/21/09	TRICADA TOURN/VILLGREEN	Away	8:00 AM
<b>Monday</b>	<b>08/24/09</b>	<b>*CALIFORNIA</b>	<b>Home</b>	<b>3:00 PM</b>
Wednesday	08/26/09	*WAYNESBURG	Away	3:00 PM
<b>Friday</b>	<b>08/28/09</b>	<b>*JEFFERSON MORGAN</b>	<b>Home</b>	<b>3:00 PM</b>
<b>Monday</b>	<b>08/31/09</b>	<b>CHARLEROI</b>	<b>Home</b>	<b>3:30 PM</b>
Tuesday	09/01/09	*CARMICHAELS	Away	3:00 PM
<b>Thursday</b>	<b>09/03/09</b>	<b>*WASHINGTON</b>	<b>Home</b>	<b>3:00 PM</b>
Tuesday	09/08/09	*BROWNSVILLE	Away	3:00 PM
Thursday	09/10/09	CHARLEROI	Away	3:15 PM
Monday	09/14/09	CHARTIERS HOUSTON	Away	3:00 PM
Tuesday	09/15/09	*CALIFORNIA	Away	3:30 PM
<b>Thursday</b>	<b>09/17/09</b>	<b>*WAYNESBURG</b>	<b>Home</b>	<b>3:00 PM</b>
Monday	09/21/09	SECTIONALS	Away	9:00 AM
Tuesday	09/22/09	*JEFFERSON MORGAN	Away	3:00 PM
<b>Thursday</b>	<b>09/24/09</b>	<b>*CARMICHAELS</b>	<b>Home</b>	<b>3:00 PM</b>
<b>Tuesday</b>	<b>9/29/09</b>	<b>BENTWORTH</b>	<b>Home</b>	<b>3:00 PM</b>
Wednesday	09/30/09	*WASHINGTON	Away	3:00 PM
<b>Thursday</b>	<b>10/01/09</b>	<b>*BROWNSVILLE</b>	<b>Home</b>	<b>3:00 PM</b>
<b>Tuesday</b>	<b>10/06/09</b>	<b>CHARTIERS HOUSTON</b>	<b>Home</b>	<b>3:00 PM</b>
Wednesday	10/07/09	BENTWORTH	Away	2:30 PM

*\*=League Event*



# SOCCER

## Boys Varsity

				Place	Time
Scrimmage	<b>Monday</b>	<b>08/24/09</b>	<b>BROWNSVILLE</b>	<b>Home</b>	<b>4:00 PM</b>
Scrimmage	Wednesday	08/26/09	ALBERT GALLATIN	Away	6:00 PM
	Tuesday	09/08/09	*CHARTIERS HOUSTON	Away	7:00 PM
	Saturday	09/12/09	CALIFORNIA	Away	7:00 PM
	<b>Monday</b>	<b>09/14/09</b>	<b>ALBERT GALLATIN</b>	<b>Home</b>	<b>4:00 PM</b>
	<b>Tuesday</b>	<b>09/15/09</b>	<b>*CARLYNTON</b>	<b>Home</b>	<b>4:00 PM</b>
	Thursday	09/17/09	*MONESSEN	Away	4:00 PM
	Monday	09/21/09	BROWNSVILLE	Away	7:00 PM
	<b>Tuesday</b>	<b>09/22/09</b>	<b>*CHARLEROI</b>	<b>Home</b>	<b>4:00 PM</b>
	Thursday	09/24/09	*BRENTWOOD HIGH SCHOOL	Away	4:00 PM
	<b>Saturday</b>	<b>09/26/09</b>	<b>*BENTWORTH</b>	<b>Home</b>	<b>10:00 AM</b>
	<b>Tuesday</b>	<b>09/29/09</b>	<b>*CHARTIERS HOUSTON</b>	<b>Home</b>	<b>4:00 PM</b>
	<b>Friday</b>	<b>10/02/09</b>	<b>CALIFORNIA</b>	<b>Home</b>	<b>3:00 PM</b>
	Tuesday	10/06/09	*CARLYNTON	Away	4:00 PM
	<b>Thursday</b>	<b>10/08/09</b>	<b>*MONESSEN</b>	<b>Home</b>	<b>4:00 PM</b>
	<b>Monday</b>	<b>10/12/09</b>	<b>SERRA HIGH SCHOOL</b>	<b>Home</b>	<b>4:00 PM</b>
	Tuesday	10/13/09	*CHARLEROI	Away	7:00 PM
	<b>Thursday</b>	<b>10/15/09</b>	<b>*BRENTWOOD HIGH SCHOOL</b>	<b>Home</b>	<b>7:00 PM</b>
	Thursday	10/20/09	*BENTWORTH	Away	7:00 PM

\*=League Event



# SOCCER

## Girls Varsity

				Place	Time
Scrimmage	<b>Wednesday</b>	<b>08/26/09</b>	<b>CONNELLSVILLE</b>	<b>Home</b>	<b>4:00 PM</b>
Scrimmage	Thursday	08/27/09	ALBERT GALLATIN	Away	6:00 PM
	Saturday	09/05/09	MONESSEN TOURN	Away	TBA
	Sunday	09/06/09	MONESSEN TOURN	Away	TBA
	Wednesday	09/09/09	*CHARLEROI	Away	7:00 PM
	Thursday	09/10/09	MONESSEN	Away	4:00 PM
	<b>Wednesday</b>	<b>09/16/09</b>	<b>*MCGUFFEY</b>	<b>Home</b>	<b>4:00 PM</b>
	<b>Thursday</b>	<b>09/17/09</b>	<b>SERRA HIGH SCHOOL</b>	<b>Home</b>	<b>4:00 PM</b>
	Monday	09/21/09	*SOUTH PARK	Away	7:00 PM
	<b>Wednesday</b>	<b>09/23/09</b>	<b>*SOUTH FAYETTE</b>	<b>Home</b>	<b>4:00 PM</b>
	Saturday	09/26/09	*CHARTIERS HOUSTON	Away	11:00 AM
	<b>Monday</b>	<b>09/28/09</b>	<b>*BENTWORTH</b>	<b>Home</b>	<b>4:00 PM</b>
	<b>Wednesday</b>	<b>09/30/09</b>	<b>*CHARLEROI</b>	<b>Home</b>	<b>4:00 PM</b>
	Monday	10/05/09	*MCGUFFEY	Away	7:00 PM
	<b>Wednesday</b>	<b>10/07/09</b>	<b>*SOUTH PARK</b>	<b>Home</b>	<b>4:00 PM</b>
	Monday	10/12/09	*SOUTH FAYETTE	Away	7:30 PM
	<b>Thursday</b>	<b>10/15/09</b>	<b>*CHARTIERS HOUSTON</b>	<b>Home</b>	<b>5:00 PM</b>
	Monday	10/19/09	*BENTWORTH	Away	7:00 PM
	<b>Tuesday</b>	<b>10/20/09</b>	<b>ALBERT GALLATIN</b>	<b>Home</b>	<b>4:00 PM</b>

\*=League Event



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## BASKETBALL

### *Girls Middle School*

			Place	Time
<b>Thursday</b>	<b>09/03/09</b>	<b>CARMICHAELS</b>	<b>Home</b>	<b>3:30 PM</b>
Tuesday	09/08/09	GEIBEL	Away	3:30 PM
Thursday	09/10/09	JEFFERSON MORGAN	Away	3:30 PM
Tuesday	09/15/09	WASHINGTON	Away	3:30 PM
Thursday	09/17/09	MCGUFFEY	Away	3:30 PM
<b>Tuesday</b>	<b>09/22/09</b>	<b>*CHARTIERS HOUSTON</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Thursday</b>	<b>09/24/09</b>	<b>WAYNESBURG</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Tuesday</b>	<b>09/29/09</b>	<b>AVELLA</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Thursday</b>	<b>10/01/09</b>	<b>GEIBEL</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Tuesday</b>	<b>10/06/09</b>	<b>JEFFERSON MORGAN</b>	<b>Home</b>	<b>3:30 PM</b>
Wednesday	10/07/09	CARMICHAELS	Away	3:30 PM
<b>Thursday</b>	<b>10/08/09</b>	<b>WASHINGTON</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Tuesday</b>	<b>10/13/09</b>	<b>MCGUFFEY</b>	<b>Home</b>	<b>3:30 PM</b>
Thursday	10/15/09	*CHARTIERS HOUSTON	Away	4:00 PM
Tuesday	10/20/09	WAYNESBURG	Away	3:30 PM
Thursday	10/22/09	AVELLA	Away	3:30 PM



## BASKETBALL

### *Boys Middle School*

			Place	Time
Monday	11/30/09	GEIBEL	Away	3:30 PM
<b>Wednesday</b>	<b>12/02/09</b>	<b>CARMICHAELS</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Thursday</b>	<b>12/03/09</b>	<b>JEFFERSON MORGAN</b>	<b>Home</b>	<b>3:30 PM</b>
Monday	12/07/09	WASHINGTON	Away	3:30 PM
<b>Tuesday</b>	<b>12/08/09</b>	<b>CHARTIERS HOUSTON</b>	<b>Home</b>	<b>3:30 PM</b>
Thursday	12/10/09	MCGUFFEY	Away	3:30 PM
<b>Monday</b>	<b>12/14/09</b>	<b>ALBERT GALLATIN NORTH MS</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Thursday</b>	<b>12/17/09</b>	<b>WAYNESBURG</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Monday</b>	<b>01/04/10</b>	<b>AVELLA</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Thursday</b>	<b>01/07/10</b>	<b>GEIBEL</b>	<b>Home</b>	<b>3:30 PM</b>
Monday	01/11/10	JEFFERSON MORGAN	Away	3:30 PM
Wednesday	01/13/10	CARMICHAELS	Away	3:30 PM
<b>Thursday</b>	<b>01/14/10</b>	<b>WASHINGTON</b>	<b>Home</b>	<b>3:30 PM</b>
<b>Tuesday</b>	<b>01/19/10</b>	<b>MCGUFFEY</b>	<b>Home</b>	<b>3:30 PM</b>
Thursday	01/21/10	ALBERT GALLATIN NORTH MS	Away	3:30 PM
Monday	01/25/10	WAYNESBURG	Away	3:30 PM
Tuesday	01/26/10	CHARTIERS HOUSTON	Away	4:00 PM
Thursday	01/28/10	AVELLA	Away	3:30 PM



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# BASKETBALL

## *Girls Varsity*

				Place	Time
<i>Scrimmage</i>	<b>Tuesday</b>	<b>12/01/09</b>	<b>AVELLA</b>	<b>Home</b>	<b>3:30 PM</b>
<i>Scrimmage</i>	Saturday	12/05/09	CHARTIERS HOUSTON	Away	10:00 AM
	Friday	12/11/09	FORT CHERRY TOURN	Away	3:30 PM
	Saturday	12/12/09	FORT CHERRY TOURN	Away	TBA
	<b>Monday</b>	<b>12/14/09</b>	<b>WAYNESBURG (VARSITY ONLY)</b>	<b>Home</b>	<b>6:00 PM</b>
	<b>Tuesday</b>	<b>12/15/09</b>	<b>JEFFERSON MORGAN</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Thursday</b>	<b>12/17/09</b>	<b>*FRAZIER</b>	<b>Home</b>	<b>7:30 PM</b>
	Monday	12/21/09	*BROWNSVILLE	Away	7:30 PM
	Tuesday	12/22/09	SERRA HIGH SCHOOL	Away	7:30 PM
	<b>Tuesday</b>	<b>12/29/09</b>	<b>CARMICHAELS</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Thursday</b>	<b>01/07/10</b>	<b>*CHARLEROI</b>	<b>Home</b>	<b>7:30 PM</b>
	Monday	01/11/10	*BURGETTSTOWN	Away	7:30 PM
	<b>Thursday</b>	<b>01/14/10</b>	<b>*WASHINGTON</b>	<b>Home</b>	<b>7:30 PM</b>
	Tuesday	01/19/10	*BENTWORTH (VARSITY ONLY)	Away	6:00 PM
	Thursday	01/21/10	*FRAZIER	Away	7:30 PM
	Friday	01/22/10	*MONESSEN (VARSITY ONLY)	Away	6:00 PM
	<b>Monday</b>	<b>01/25/10</b>	<b>*BROWNSVILLE</b>	<b>Home</b>	<b>7:30 PM</b>
	Thursday	01/28/10	CARMICHAELS	Away	7:30 PM
	Monday	02/01/10	*CHARLEROI	Away	7:30 PM
	<b>Thursday</b>	<b>02/04/10</b>	<b>*BURGETTSTOWN</b>	<b>Home</b>	<b>7:30 PM</b>
	Monday	02/08/10	*WASHINGTON	Away	7:30 PM
	<b>Tuesday</b>	<b>02/09/10</b>	<b>CHARTIERS HOUSTON</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Thursday</b>	<b>02/11/10</b>	<b>*BENTWORTH</b>	<b>Home</b>	<b>7:30 PM</b>

*\*=League Event*





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# BASKETBALL

## *Boys Varsity*

				Place	Time
<i>Scrimmage</i>	Saturday	11/28/09	CHARTIERS HOUSTON	Away	10:00 AM
<i>Scrimmage</i>	<b>Saturday</b>	<b>12/05/09</b>	<b>WASHINGTON</b>	<b>Home</b>	<b>10:00 AM</b>
	Friday	12/11/09	FT CHERRY TOURN	Away	TBA
	Saturday	12/12/09	FT CHERRY TOURN	Away	TBA
	<b>Monday</b>	<b>12/14/09</b>	<b>WAYNESBURG (VARSITY ONLY)</b>	<b>Home</b>	<b>7:30 PM</b>
	Tuesday	12/15/09	WASHINGTON	Away	7:30 PM
	<b>Friday</b>	<b>12/18/09</b>	<b>*JEFFERSON MORGAN</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Monday</b>	<b>12/21/09</b>	<b>CALIFORNIA</b>	<b>Home</b>	<b>7:30 PM</b>
	Tuesday	12/22/09	*WEST GREENE	Away	7:30 PM
	Tuesday	12/29/09	WESTERN BEAVER	Away	7:00 PM
	<b>Wednesday</b>	<b>12/30/09</b>	<b>CHARTIERS HOUSTON</b>	<b>Home</b>	<b>7:30 PM</b>
	Monday	01/04/10	SOUTH ALLEGHENY	Away	7:30 PM
	<b>Tuesday</b>	<b>01/05/10</b>	<b>*MAPLETOWN</b>	<b>Home</b>	<b>7:30 PM</b>
	Friday	01/08/10	*CARMICHAELS	Away	7:30 PM
	<b>Tuesday</b>	<b>01/12/10</b>	<b>CORNELL</b>	<b>Home</b>	<b>7:30 PM</b>
	<b>Friday</b>	<b>01/15/10</b>	<b>*AVELLA</b>	<b>Home</b>	<b>7:30 PM</b>
	Tuesday	01/19/10	*BENTWORTH (VARSITY ONLY)	Away	7:30 PM
	Friday	01/22/10	*JEFFERSON MORGAN	Away	7:30 PM
	<b>Tuesday</b>	<b>01/26/10</b>	<b>*WEST GREENE</b>	<b>Home</b>	<b>7:30 PM</b>
	Friday	01/29/10	*MAPLETOWN	Away	7:30 PM
	<b>Tuesday</b>	<b>02/02/10</b>	<b>*CARMICHAELS</b>	<b>Home</b>	<b>7:30 PM</b>
	Tuesday	02/09/10	*AVELLA	Away	7:30 PM
	<b>Friday</b>	<b>02/22/10</b>	<b>*BENTWORTH</b>	<b>Home</b>	<b>7:30 PM</b>

*\*=League Event*



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## WRESTLING

### *Boys Middle School*

			Place	Time
<b>Wednesday</b>	12/16/09	<b>SOUTHMORELAND</b>	<b>Home</b>	<b>6:00 PM</b>
Saturday	12/19/09	JM DUELS	Away	TBA
Tuesday	12/22/09	BENTWORTH	Away	7:00 PM
<b>Wednesday</b>	<b>01/16/10</b>	<b>*WASHINGTON</b>	<b>Home</b>	<b>6:00 PM</b>
Saturday	01/09/10	SOUTHMORELAND TOURN	Away	TBA
Wednesday	01/13/10	*WEST GREENE	Away	6:00 PM
<b>Wednesday</b>	<b>01/20/10</b>	<b>*JEFFERSON MORGAN</b>	<b>Home</b>	<b>6:00 PM</b>
Friday	01/22/10	SSB TOURN	Away	TBA
Saturday	01/23/10	SSB TOURN	Away	TBA
<b>Thursday</b>	<b>01/28/10</b>	<b>ALBERT GALLATIN NORTH MS</b>	<b>Home</b>	<b>1:00 PM</b>
Wednesday	02/03/10	SOUTH FAYETTE	Away	6:00 PM
<b>Wednesday</b>	<b>02/10/10</b>	<b>CHARLEROI</b>	<b>Home</b>	<b>6:00 PM</b>
Friday	02/12/10	WAYNESBURG TOURN	Away	5:30 PM
Saturday	02/13/10	WAYNESBURG TOURN	Away	9:00 AM

*\*=League Event*



# WRESTLING

## *Boys Varsity*

				Place	Time
<i>Scrimmage</i>	Saturday	11/28/09	RINGGOLD	Away	10:00 AM
<i>Scrimmage</i>	Saturday	12/05/09	SOUTH SIDE AREA	Away	10:00 AM
	Friday	12/11/09	CH TOURN	Away	TBA
	Saturday	12/12/09	CH TOURN	Away	TBA
	<b>Wednesday</b>	<b>12/16/09</b>	<b>SOUTHMORELAND</b>	<b>Home</b>	<b>7:00 PM</b>
	Tuesday	12/22/09	*BENTWORTH	Away	7:00 PM
	Tuesday	12/29/09	WHEELING PARK TOURN	Away	TBA
	<b>Wednesday</b>	<b>01/06/10</b>	<b>*WASHINGTON</b>	<b>Home</b>	<b>7:00 PM</b>
	Saturday	01/09/10	FT CH DUELS	Away	TBA
	Wednesday	01/13/10	*WEST GREENE	Away	7:00 PM
	Friday	01/15/10	TRICADA TOURN	Away	TBA
	Saturday	01/16/10	TRICADA TOURN	Away	TBA
	<b>Wednesday</b>	<b>01/20/10</b>	<b>*JEFFERSON MORGAN</b>	<b>Home</b>	<b>7:00 PM</b>
	Friday	01/29/10	BEDFORD TOURN	Away	TBA
	Saturday	01/30/10	BEDFORD TOURN	Away	TBA
	Wednesday	02/03/10	SOUTH FAYETTE	Away	7:00 PM
	<b>Wednesday</b>	<b>02/10/10</b>	<b>CHARLEROI</b>	<b>Home</b>	<b>7:00 PM</b>

*\*=League Event*



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**BETHLEHEM-CENTER SCHOOL DISTRICT  
SCHOOL DELAYS/EMERGENCY CLOSINGS**

**TV STATIONS**

**KDKA TV Channel 2  
WTAE TV Channel 4  
WPXI TV Channel 11**

**RADIO STATIONS**

**WANB 103.1 FM  
WJPA 95.3 FM  
WZKT 98.3 FM  
(Froggy)  
KDKA 1020AM**

**Please do not call the school or  
TV/Radio stations.**

**Announcements will be made  
as early as possible with the best  
information available at the time.**

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**Please return completed form to your child's teacher by September 4th.**

## **ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK**

I have a copy of the Bethlehem-Center Student Parent Handbook. I have read and/or reviewed the program and am knowledgeable of the contents of the program.

Student's Name (Please Print): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **NETWORK/INTERNET AUTHORIZATION FORM**

### Student Section

I have read and understand Bethlehem-Center District Policy #815 Acceptable Use of Internet which govern the use of the district's network and Internet resources. By signing this form I accept responsibility for my actions and activities while using these resources.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Section

My son/daughter has my permission to use the school district's network and Internet access on an independent basis as outlined in the policies and procedures for information retrieval.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **E-MAIL USER AGREEMENT**

I have read and understand the E-Mail Acceptable Use Policy #816. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or district policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Non-Discrimination Notice**

Bethlehem-Center School District is an equal opportunity educational institution and will not discriminate in its admission procedures, educational programs, activities, or employment practices on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. For information regarding complaint procedures contact, Dr. Karen S. Downie, Superintendent, 194 Crawford Road, Fredericktown, PA 15333 (724) 267-4915.

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# BETHLEHEM-CENTER SCHOOL DISTRICT

## 2009-2010 SCHOOL CALENDAR

### AUGUST

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27 (X)	28 (X)
31 F				

### SEPTEMBER

	1	2	3	4
7 X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### OCTOBER

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 (XX)
26	27	28	29	30

### NOVEMBER

2	3	4	5	6 EM
9	10	11 X	12	13
16	17	18	19	20
23	24	25 ED	26 X	27 X
30 X				

### DECEMBER

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23 ED	24 X	25 X
28 X	29 X	30 X	31 X	

### JANUARY

				1 X
4	5	6	7	8
11	12	13	14	15
18 X	19	20	21	22
25	26	27	28	29

### FEBRUARY

1	2	3	4	5
8	9	10	11	12 EM
15 X	16	17	18	19
22	23	24	25	26

### MARCH

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 (XX)
22	23	24	25	26
29	30	31 ED		

### APRIL

			1 X	2 X
5 X	6 X	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### MAY

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 X				

### JUNE

	1	2	3 L/C	4 (X)
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

F .....	First Day School For Students
L .....	Last Day School For Students
C .....	Commencement
X .....	No School
(XX) ..	All Staff only Act 80 Days
(X) ....	Inservice No School - Students
ED.....	2 Hour Early Dismissal
EM .....	Act 80 days for Elem & Middle School - No School- Parent Conference

Teacher In-Service: August 27-28, 2009 and June 4, 2010
First Day Students: August 31, 2009
No School: September 7, 2009 Labor Day November 11, 2009 Veterans' Day November 26-30, 2009 Thanksgiving Break December 24-31, 2009 & January 1, 2010 Winter Break January 18, 2010 Martin Luther King Day February 15, 2010 President's Day April 1-6, 2010 Spring Break May 31, 2010 Memorial Day
Early Dismissals: November 25, 2009, December 23, 2009 and March 31, 2010
Act 80 Day District-wide: October 23, 2009 and March 19, 2010
Act 80 Day - Elem and Middle School: Nov 6, 2009 and Feb. 12, 2010
Local Holidays: Nov. 27, 2009, Dec. 24, 2009, Dec. 28, 2009, and April 2 & 5, 2010
Emergency School Closing Make-up Days: November 11, 2009, January 18, 2010, February 15, 2010, April 6, 2010 and April 1, 2010
Last Day School and Commencement: June 3, 2010

	<u>STUDENT</u>	<u>TEACHER</u>
AUGUST	1	3
SEPTEMBER	21	21
OCTOBER	22	22
NOVEMBER	17	17
DECEMBER	17	17
JANUARY	19	19
FEBRUARY	19	19
MARCH	23	23
APRIL	18	18
MAY	20	20
JUNE	3	4
<b>TOTALS</b>	<b>180</b>	<b>183</b>