

Bedford High School Student Handbook
2018-2019



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BELL SCHEDULE

7:35	Teachers arrive
8:00	Students may enter the building
8:05	Departure for BCTC Pd. 1 students
8:10	Tardy warning bell
8:15 to 9:02	Period 1
9:05 to 9:51	Period 2
9:54 to 10:40	Period 3
10:35	Approximate arrival of BCTC Pd. 1 students
10:43 to 11:29	Period 4
11:32 to 12:06	Period 5
12:09 to 12:43	Period 6
12:45	Approximate time of departure for BCTC Pd 3 students
12:46 to 1:32	Period 7
1:35 to 2:21	Period 8
2:24 to 3:10	Period 9
3:09	Approximate arrival of BCTC period 3 students

BEDFORD COUNTY TECHNICAL CENTER BELL SCHEDULE

8:15	First Period Begins
10:20	First Period Ends
12:55	Third Period Begins
3:00	Third Period Ends

LOCKERS

Pupils are assigned two lockers in the high school building, and **are not to use or share other lockers.** A locker in the classroom area of the building is to be used for books and wraps. A locker in the shower room area is to be used for physical education clothing. These lockers **should be locked at all times.** It is unwise to tell another individual the combination to your locker. If another person knows the combination to your locker, arrangements can be made, in the office, to have the combination changed.

Both lockers are the property of the Bedford Area School District and are subject to search for any item(s) that violate school regulations or law.

Pupils who tamper with the locks will be held responsible for damages. Students will be issued locks for their P.E. lockers. Students who fail to return locks at year's end will be issued a ***\$6.00 obligation.*** Students are asked to keep lockers neat and clean. At the end of each school year, the lockers will be examined for graffiti and/or damage and **students will be charged** for the removal of graffiti and repairs made to their locker. The District will not be responsible for stolen articles.

It is suggested that students visit their lockers only in the morning, at lunchtime and at dismissal in order to prevent hall congestion and tardiness. All book bags, backpacks, etc. and coats and/or hats are to be kept in the locker during the school day. These items are NOT permitted in the classroom and are not to be carried through the hallways during the day.

If your locker needs repairs of any kind, report to the office and get a repair order and fill it out as directed. Your locker will be repaired as soon as possible.

SEARCHES

The principal or assistant principal may search your locker if he/she has **reasonable suspicion** it contains something that violates a law, school board policy or school rules. Your principal/assistant principal will ask another member of the school staff to be present during such a search.

You can be searched if there is reasonable suspicion that you possess an item in violation of the law, school board policy or rules found in this manual. Such a search shall be conducted by a school official of your own sex and in the presence of another member of the school staff.

Any illegal materials discovered as a result of searches described above can be used as evidence against you in disciplinary, juvenile, or criminal proceedings.

MANDATORY DRUG TESTING PROGRAM

Student athletes will be subject to mandatory drug testing. Student athlete is defined as any varsity, junior varsity, or junior high-level student participating in athletic practices and/or contests under the control and jurisdiction of the Bedford Area School District. This definition includes cheerleaders and home-education students participating in school district athletic programs.

VOLUNTARY RANDOM DRUG TESTING PROGRAM

The objective of our voluntary random drug-testing program is to provide teachers, administrators, and the school board with a tool to assist students in making the decision not to use illegal drugs. Through positive peer pressure, students who volunteer to be tested for illegal substance use/abuse may influence others to make the correct decision as well. The students will have the opportunity to make the statement that they have chosen the path to a successful life.

If you have any questions regarding the drug-testing program, contact the principal or assistant principal or review the district's Rights and Responsibilities Handbook.

ATTENDANCE

(See Student Rights and Responsibilities Handbook.)

Work Missed Due to Unlawful/Illegal Absences or Skipping/Class Cuts: Students who have unlawful or illegal absences from school or who skip or cut classes are not permitted to make up any missed quizzes, tests, or assignments.

CUTTING CLASS/SCHOOL

Anyone who reports to class later than five (5) minutes after the bell sounds will be considered cutting class.

Students must report to their regularly scheduled class and get permission to report to another class or teacher. Students who fail to get prior approval will be marked absent from their assigned class and the absence will be considered a class cut.

Once a student arrives on school property by walking, bus or private vehicle, he/she may not leave without proper authorization. If a student chooses to do so, it will be considered "SKIPPING".

TARDINESS FOR CLASS

Continued tardiness may result in "Unacceptable Behavior." Students will be given one tardy per class per nine weeks; additional tardies each nine weeks will result in detentions being assigned by the classroom teacher. Students are considered to be tardy if they are not inside the classroom when the late bell sounds.

TARDINESS FOR SCHOOL

Any student reporting to school after **8:15** a.m. must report directly to the high school office to receive an admission slip for class. Those admit slips that are stamped "excused" by the office will not count toward the

student's total per nine weeks. A record of all tardies is kept on each student. A detention assigned by the first period teacher will be issued each time a student is tardy to first period class more than once each nine-week grading period. Continued tardiness may result in the incident being classified as "Unacceptable Behavior." Written excuses for tardiness must be presented when signing in.

Students who report to school more than one hour after school convenes are not permitted to participate in any extra curricular activity for that day. Exceptions will be: a) submitting a written doctors excuse at the time of arrival and b) other prior approved appointments.

Students who have been tardy ten (10) days or more will be required to obtain an excuse signed by a doctor. Failure to obtain the doctor's excuse will be considered "Unacceptable Behavior." A letter will notify students when they have reached the ten-day limit.

PUBLIC DISPLAY OF AFFECTION

NO PDA

PDA on school property will be considered inappropriate behavior.

BUSES

All pupils will board and exit buses in designated areas near the high school or middle school. Pupils **will not be permitted** to board/exit buses in any other locations other than their designated stop at their home.

Bus drivers have been instructed to follow these procedures:

1. Pick up students at designated bus stops in the morning.
2. Deliver students to the designated board/exit areas at the high school and middle school.
3. Pick up students at the designated board/exit areas at the high school and middle school.
4. Deliver students to designated bus stops where they were picked up in the morning.

Only in the case of emergency will a non-roster student be permitted to ride home on the bus, and then only with written authorization from the Principal or his designee.

Bus transportation **is a privilege** and is not to be abused. Misbehavior or rowdiness aboard school buses endangers the safety of all and will not be tolerated. Flagrant or repeated violations of the rules of good conduct could result in the temporary or permanent loss of bus privileges in accordance with the bus discipline policy.

Bringing any unauthorized materials, i.e. firecrackers, alcohol, water guns, etc. aboard a school bus is strictly prohibited.

All bus students are to enter the building immediately after arrival at school and not loiter outside or leave school grounds.

APPOINTMENT APPROVAL PROCEDURE

If it is necessary for a pupil to leave the school building before dismissal time, a **written request** signed by the parent or guardian and stating the reason for early dismissal must be presented to the Guidance Office. This **written request must be submitted before 8:10 a.m.** If the request is approved, students may leave the building at the approved time by checking out with the high school office.

Appointment approval forms are available in the Office and the Guidance Office. **All information** must be completed on the form. The form must be taken to the place of appointment and have the signature **of the person whom the appointment is with or his/her designee and the time the appointment ended.**

Students must then **return this form to the main office** upon returning to school even if the appointment does not allow you to return to school the same day as the appointment. **If it is not returned within one day of the appointment, the absence will be marked as illegal.**

Phone calls may not be accepted by the office as permission for an appointment. Parents/guardians calling must also come to the office to sign the student out of school. Students will be called from class when the parent arrives in the office.

ARRIVAL AND DEPARTURE PROCEDURES

Students who arrive before 8:10 a.m. will report to the Cafeteria and remain there until the 8:10 a.m. bell. Students are not to be in the halls before 8:10 a.m.

Students who are not participating in a supervised activity must be out of the building by 3:20 p.m.

EDUCATIONAL TRIPS

Educational Trip forms are available, upon request, in the main office. Students with excess absenteeism or poor grades will not be approved for an Educational Trip. (SEE STUDENT RIGHTS AND RESPONSIBILITIES.) We encourage students and parents to plan trips during non-school hours if possible. (Also see the Student Rights and Responsibilities Handbook.)

STUDENT MAKE-UP WORK POLICY

It is the **responsibility of the student to contact his/her teachers the day they return to school to make arrangements for missed work.** Students have at least three days to make up missed work assigned during their absence. The student must see his/her teacher and they will determine when the assignment is to be completed. **The teacher will determine when tests and quizzes should be made up.** If a student is assigned homework, quizzes or tests prior to an absence, then the work assigned prior to the absence is due when they return to school. (Homework turned in, quizzes and tests taken.)

Extended Illness or Suspension (Three days or more)

Students who wish to keep up with their assignments during extended periods of absence must contact the guidance office and make a request to get their assignments. There will be a minimum twenty-four (24) hour time period necessary to retrieve the requested material. However, if a Saturday session(s) has/have been given, the work will be made up during those sessions.

GRADING SCALE

The following scale is used as a guideline by the faculty to determine student grades each nine-week period:

93 to 100 - A	Progressing at a superior rate
83 to 92 - B	Progressing above average rate
73 to 82 - C	Progressing at an average rate
65 to 72 - D	Progressing at below average rate
64 and below - F	Unsatisfactory

The final grade represents the cumulative final average for the school year.

SCHOLARS PROGRAM

Rationale

The Scholars' Program at Bedford High School recognizes students who take a rigorous course load their 10th, 11th, and 12th grade years. The students are encouraged to take a more demanding course load so that they will be competitive in an ever-changing global society. While the program requirements are challenging, they can be fulfilled during the 10th - 12th grade years if a student is disciplined and hard working.

By encouraging independent learning, self-motivation, and discipline, the program should act to increase a student's self-esteem and belief in his/her ability to succeed in more rigorous endeavors.

Program Explanation

The Scholars' Program requires students to take accelerated and advanced courses, and at least one Advanced Placement course, during their 10th through 12th grade years. Each class has been given a point value of one or two (see "Courses" section), and students must receive a "B" or better in a course to receive points towards the Scholars' Program. Additionally, Advanced Placement courses will be graded on the traditional college scale of 90% = A, 80% = B, 70% = C, to minimize the influence of the more challenging course load on a student's GPA. To receive Scholars recognition, the students must earn at least eight points by the end of their senior year.

The courses have been given a point value according to the intensity of the course. For example, if a student successfully completes an Advanced Placement course, they will receive two points towards the eight required points for Scholars recognition. All other courses, accelerated and advanced, are worth either 1 point or ½ point depending on the length of the course. Full year courses are 1 point. Semester courses are ½ point. The Superintendent's Leadership Academy II will also be worth 1 point, but students must successfully complete both Leadership I and II to receive credit.

A committee of teachers and administrators will review the Scholars' Program annually to ensure that the program remains effective and challenging in light of the ever-changing nature of education.

Courses eligible for this program will be listed in the guidance office and available during scheduling.

REPORT CARDS

Report Cards will be issued at the conclusion of each nine weeks; these dates will be published in the local newspapers. The report cards do not have to be returned to the school. Students and parents with questions concerning grades are encouraged to contact the guidance office.

PROGRESS REPORTS

Pupils who are doing unsatisfactory work in a given subject are given a warning notice. The notices will be mailed to the parent/guardian concerned. Use this notice as a guide toward positive action to improve the work at once. Failure to receive a notice does not necessarily indicate that a student will receive a passing grade in the course.

FIRST AID

In case of sudden illness or an accident the school has responsibility for the following items:

1. Giving immediate emergency care and minor first aid.
2. Notifying parent/guardian if necessary.
3. Arranging to get pupils home.
4. Getting a doctor's services when immediately necessary.

A pupil who is ill should tell the teacher to whom he/she is assigned at that particular time and the teacher will make necessary arrangements for care. **Ill pupils are to report to the nurse's office immediately and not stay in the restrooms.** Any students leaving the building because of illness must check out through the nurse's office. Failure to report to the nurse will result in your receiving an unexcused absence and possible disciplinary action under "SKIPPING". If a student chooses to remain in the restroom rather than report to the nurse, it will be considered a class cut.

MEDICATION

Any medication to be administered during the school day must be taken to the main office or nurse's office. The nurse or school official will dispense medication under the following conditions:

1. Parent(s)/Guardian(s) have contacted the school and filled out the form(s) approved by the Bedford Area School Board in its policy manual.
2. Medication must have the student's name, purpose, dosage amount, time to be given and length of time period for which medication is prescribed.

3. Medication must be labeled. Over the counter medication and prescription medication must be in their original container.

ALL MEDICATIONS, INCLUDING OVER THE COUNTER, MUST BE TAKEN WITH THE APPROVAL OF THE NURSE OR HER DESIGNEE. ALL INHALERS ARE TO BE REGISTERED WITH THE NURSE. NO MEDICATION IN BAGGIES, PLASTIC WRAP, LOOSE, ETC. WILL BE ALLOWED!

STUDENT ACCIDENT INSURANCE

The board of education has authorized an insuring agency to provide student accident insurance at a reasonable rate. Distribution of policy LITERATURE and premium collections are made through the high school office during the early part of September, and policies will continue until approximately the same time the following year. Claims will be made on forms available in the nurse's office as soon after the accident as possible. The school nurse handles the routine procedures pertaining to insurance.

PHYSICAL EDUCATION

Physical education is required except for those who have medical excuses from a doctor.

All pupils must be dressed properly when taking physical education. Teachers will inform students at the beginning of the school year what will be acceptable dress. Students should be sure to place identification on all gym clothing, especially shoes.

Students are strongly urged to take showers following every gym class. It is refreshing before going to your next class and it is, more importantly, good hygiene.

CELL PHONES, CAMERAS AND OTHER ELECTRONIC DEVICES

Students are not permitted to use cell phones, cameras or any other personally owned electronic devices during school hours except with permission of the high school administration. If these items are used during school hours, they may be confiscated. Disciplinary action may be taken under the heading of "Inappropriate Behavior".

HALL TRAFFIC

Students are not to be in the halls during classes without a hall pass or signed agenda containing the following information:

- | | | |
|------------------|-------------------|---------------------|
| 1. Teachers Name | 3. Date | 5. Time Out of Room |
| 2. Room Number | 4. Student's Name | 6. Destination |

HALL PASS PROCEDURE

With teacher approval, students will be permitted out of class not more than four times per class each nine weeks. Students not having their hall pass or agenda may lose their hall privileges.

CARE OF BOOKS

Students are responsible for all books assigned to them! Students who lose or abuse books that have been assigned to them will be required to pay for the lost, stolen, or damaged book(s). **Text books are to have a book cover at all times during the school year.**

STUDENT TECHNOLOGY DEVICES AND ACCESSIBILITY

See the District Student Rights and Responsibilities.

CARE OF SCHOOL PROPERTY

Following are reminders for all students to help care for and protect our facilities and equipment as well as protect the investment of the taxpayers of our district.

1. The walls and woodwork of any public building are attractive when free from unnecessary marks, scratches, and nail or tack holes.
2. Tables and desks are of value only when surfaces are free from cuts and scratches.
3. The floors of rooms and corridors are more sanitary and attractive when waste paper is placed in the cans provided.
4. Place discarded gum in the trash.
5. Drinking fountains are for drinking; not for spitting and trash.
6. Lockers are for storing articles of clothing and books. They are not to be used for waste containers, pinning up posters, pictures, etc.
7. Damage to your lockers is your responsibility and you will be charged for all repairs.

Students who willfully vandalize school property, by breaking, marking, carving, scratching, cutting or by any other means, will be charged with Institutional Vandalism under 3307 of the Pennsylvania Crime Code.

STUDENT PARKING

Junior and Senior students who wish to use the Bedford High School parking lot must obtain a parking request form from the office prior to the first day of school. Students are to park only in the space that has been assigned to them. **Vehicles located in unauthorized areas may be towed at the owner's expense.** Students who do not receive an assigned parking space must find parking on borough streets.

Students are reminded that it is their responsibility to obey all laws governing parking in the borough. A \$10.00 fee will be charged for parking permits. This fee will be refunded at the end of the student's senior school year provided the permit is returned in good condition.

LOITERING IN THE SCHOOL PARKING LOT

Students who are given permission to park in the school parking lot must report immediately to the school building. Those who choose to loiter in this area will be disciplined for "Inappropriate Behavior."

ROLLER BLADING, SKATE BOARDING, ETC.

The Board of Education of the Bedford Area School District has passed a policy prohibiting rollerblading, skate boarding and any other similar activities on all school property. Persons caught violating this policy may be prosecuted.

VISITORS

Parents/Guardians and others are welcome to visit Bedford High School at any time. The principal will be glad to talk with parents or arrange conferences with teachers. Even when conferences are not desired, parents are urged to visit the school and see the educational activities that are taking place.

All student visitors must receive prior approval from the administration before visiting the high school. (A form is available in the office.)

All visitors must sign-in at the office and display a "VISITOR'S BADGE" when moving throughout the building!

SELLING OF MERCHANDISE

No pupil shall sell any subscriptions or items of merchandise in the school without prior approval by the principal.

LOST AND FOUND ARTICLES

Pupils lose items of personal property because of carelessness. Never leave wallets/pocketbooks, money, or jewelry lay where another person can pick up these articles. Never allow another person to examine your wallet/pocketbook.

If you find an article, bring it to the office at once. If you lose an article, inquire at the office.

EMPLOYMENT CERTIFICATES

Work permits are necessary for employed youth between the ages of 14 and 17 (unless the student has graduated from high school). Youths needing such certificates should ask for an Application for Employment Certificate or Transferable Work Permit in the high school office.

GRADUATION INFORMATION

Seniors should be advised that participation in high school graduation exercises is a **PRIVILEGE**. The following conditions must be met in order to participate:

1. Academic requirements needed for graduation must be met.
2. **All** financial obligations must be met.
3. **All** books, tools, and equipment must be returned to the school in satisfactory condition.
4. Seniors **may not** take part in the **graduation exercises** while they are on suspension due to disciplinary infractions.
5. Seniors **may not** take part in the **graduation exercises** unless they have satisfactorily completed participating in the commencement practice sessions. Do not schedule appointments, work, etc. during the scheduled practices. If unavoidable problems arise, contact the high school office for permission to miss the practices.
6. The high school principal or his designee **shall have the right** to remove a student from the graduation proceedings if, **in their judgment**, the student's behavior or condition is detrimental to the graduation exercises.

AVERAGE GRADE AND CLASS RANK

At the end of each year the average grade of each pupil will be determined based on the four nine weeks and finals. The average will be expressed in grade points earned out of a possible 4.0. At the end of the senior year the final class rank is determined and recorded on the pupil's permanent record.

HONOR ROLL

To qualify for the honor roll, students must maintain the following GPA's:

Honor Roll	3.2 GPA
High Honors	3.5 GPA

Students receiving a **D or F** for any subject will NOT qualify for the honor roll.

COLLEGE CREDIT COURSES

College courses completed will be added to the student's high school transcript and may qualify for both high school and college credit. Other college level courses will be added as electives, but will not count toward GPA.. Only those courses taught at BHS by Bedford employees will count towards GPA.

THE GUIDANCE DEPARTMENT

Guidance counselors, with offices adjacent to the cafeteria, are available to assist students, parents and faculty in providing the best educational program for each individual. Counselors help students understand themselves, aid in selection of school subjects, provide guidelines for planning for future education and careers as well as assisting with personal adjustment and problem solving. Each counselor will be responsible for providing occupational and educational information to a group of assigned students; this includes individual and group conferences and career preparations, scheduling, testing interpretation and parent conferences.

A student may go to any counselor of his/her choice to discuss personal or social problems.

Students should make every effort to visit guidance counselors during their lunch period.

The Family Rights and Privacy Act, a federal law, requires that Bedford Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

SAP (STUDENT ASSISTANCE PROGRAM)

This program is designed to allow students to self-refer, or refer another student that may be struggling with social, emotional, or substance abuse related problems. Referrals may be made anonymously in a box located at the Guidance Office.

SCHOOL MEALS

The Bedford Area Board of Education established a policy requiring all pupils to remain in the school building or on the school grounds.

Lunch Procedures.

1. Pupils who wish to bring lunch from home will eat in the cafeteria and may purchase ala Carte items.
2. Courtesy to fellow students demands that students should clean food items that are accidentally dropped or spilled on the floor. Paper that is dropped should be picked up. Chairs are to be pushed under the tables. Leave the lunchroom and table in the same condition you wish to find them when coming to lunch.
3. **NO** food items are to be taken from the cafeteria.
4. All pupils will go to the lunchroom at their scheduled time. Pupils will not loiter in the corridors or washrooms during the lunch period. Pupils are not permitted on other floors during their lunch period unless they have a "pass" to go to a teacher's classroom. Failure to comply will be considered a class cut.
5. Students are responsible for placing trays, dishes and garbage in their appropriate places when they have completed their lunch. Failure to do so will be considered "Inappropriate Behavior".
6. If students fail to abide by cafeteria rules and respect school property, individuals or groups of students involved could lose their cafeteria eating privileges.
7. Students will not be permitted in the serving area with gym bags, book bags, backpacks and coats. All of these items are to be placed in your locker prior to lunch or in the commons area.
8. *All checks returned to the Food Service Department by the bank will be charged a \$20.00 fee. When a check is returned, the person will be notified in writing and given a reasonable length of time to pay the check value and fee at the food service office. If no response is made, a second notice will be sent by Certified Mail. In the event there is still no response, the check will be turned over to the District's Collection Agency.*

Meal Prices Breakfast \$1.20
Lunch \$2.25

CAFETERIA COMPUTER SYSTEM

Students are to make deposits into their meal accounts from 7:40 a.m. to 8:10 a.m. any morning of the week in the cafeteria.

Students arriving to school late may make deposits during their lunch shift. (All money given to the cashier at this time will be deposited into the student's account. No change will be given at this time.)

Students wishing to make deposits into their account or purchase items in the cafeteria must enter their 6-digit ID code using the cafeteria key pad system. Your ID number is found on your ID card, schedule, or report card.

Deposits may also be made using the online payment portal. Please call the Food Service Office at 814-623-4235 for more information.

STUDENT PUBLICATIONS

The ECHO is the annual yearbook publication which depicts an overall view of the life of all students of Bedford High School, grades 9 -12. Staff members consist of students with a genuine interest in yearbook production. The number of students purchasing the book plus company cost increases determines yearbook cost.

The BISON HERALD is the official student newspaper. This publication is produced by and for the students and consists of news articles, reports, photographs, editorials, reviews, commentary, creative writing and illustrations.

Any additional publications must be approved by high school administration.

STUDENT COUNCIL

The basic purpose of Student Council is to provide and promote student expression and involvement, to supervise student activities and services, to aid in solving student problems which may arise within the school, to help improve school spirit, and to schedule and organize assembly programs and school social functions. Any student who wishes to express a comment or complaint or offer suggestions is urged to approach the Student Council.

Students who are interested in serving on the Student Council may sign up in the spring.

NATIONAL HONOR SOCIETY

Candidates eligible for election to the Bedford Chapter of the National Honor Society must be members of the sophomore, junior or senior class. Candidates shall have a minimum scholarship average of 3.50 out of a possible 4.00 computed as follows:

- a. Seniors - Grades 9, 10, 11, plus the first semester of grade 12.
- b. Juniors - Grades 9, 10, plus first semester of grade 11.
- c. Sophomores - Grade 9, plus first semester of grade 10

Candidates who meet the scholarship requirements are then considered for membership on the basis of service, leadership, and character. Additional information may be obtained from the advisor or the Advisory Council.

BEDFORD COUNTY TECHNICAL CENTER

Vocational-technical courses in Agriscience and Biotechnology, Automotive Technology, Building Construction, Cosmetology, Culinary Arts, Health Assistance, and Welding are open to students in tenth, eleventh, and twelfth grades. Check with your guidance counselor about details.

ASSEMBLIES

Assemblies will be held as scheduled during the year. An assembly committee consisting of student council advisor and faculty members plans the schedule of assembly programs.

When assembly programs are held, these policies are followed:

1. Pupils are required to report to their assigned class for attendance.
2. Pupils will move to the auditorium and be seated under supervision of classroom teachers.
3. Pupils will show courtesy to individuals presenting the program and to fellow pupils by giving attention to the program and refraining from talking.
4. Appreciation for a program can best be shown by enthusiastic applause. Inappropriate conduct will not be tolerated.
5. Pupils will leave the auditorium with the supervision of teachers.

For student misconduct during the assembly or prior to the assembly, the principal has the right to withdraw a student's privilege of attendance during any or all assemblies. Additional disciplinary action may be taken.

PROGRAMS

Student involvement in special programs presented to the public is a priority at Bedford High School. The following programs are provided for students and community at different times throughout the year: band concert, chorus concerts, chorus musical and Christmas concert.

SOCIAL ACTIVITIES

The policy concerning social events is as follows:

1. A request for social activities form will be obtained from the office and completed for all school social events. Unless permission is obtained from the high school principal/assistant principal, all social events will be for Bedford High School students only.
2. Dances must end no later than 10:30 p.m.

3. All social events must have organization sponsors in attendance. Organization officers will give the high school principal/assistant principal the names of sponsors who will attend.
4. Organization officers and sponsors will make any necessary arrangements for the use of the gym area where the event is to be held. If the event is to be held on Saturday night, the organization officers and sponsors will arrange with the principal/assistant principal for the service of a building custodian. This individual will be paid by the organization.
6. The organization is responsible for taking down all decorations and removing all decoration materials from the building, sweeping the floor of the room used and for returning all school property that may have been "borrowed" from other parts of the building.
7. Individuals whose conduct is unacceptable will be asked to leave a social event and may not return. Unacceptable conduct includes smoking in the building, drinking intoxicating liquors either at the event or before and any other form of conduct that is deemed detrimental to the reputation of the organization and the school. **The student will also be subject to any disciplinary action that applies.**
8. ALL social activities sponsored by the school organization must have the approval of the high school principal/assistant principal.
9. No equipment, including tables and chairs, will be moved from one part of the building to another without the approval of the high school principal/assistant principal.
10. Those students leaving a school activity will not be permitted to re-enter.
11. **All school disciplinary rules will be in effect at all student social functions and school sponsored events.**
12. Non-Bedford High School students must complete a "Request for Admission" form. No one 21 years of age or older may attend any school dance (unless specifically invited by sponsors.) The principal or assistant principal has the right to reject any request.
13. NO Bedford Middle School students may attend high school dances.
14. Formal attire is required for all formal occasions.

**REMOVAL FROM STUDENT COUNCIL, NATIONAL HONOR SOCIETY
AND CLASS OFFICE POSITIONS**

Running for and being elected to a class office or Student Council office is a privilege. Students that seek office should be prepared to assume an appropriate level of responsibility. Students not fulfilling their duties may be removed from office at the discretion of their advisor. In addition, class officers and student council members who violate school rules may be removed from their position. The following procedure will be used:
Upon the first suspension in the school year the student may be removed from the student council or class officer position.

WEIGHT ROOM

Use of the weight room is strictly prohibited at any time without authorized supervision.

EXTRA CURRICULAR ACTIVITIES

Following is a list of extra curricular activities offered at Bedford High School:

Varsity Sports- In addition to Cheerleading and other school spirit pep and booster activities, BHS offers these varsity sports:

Fall: Cross Country, Football, Golf, Boys' Soccer, Girls' Soccer, Girls' Tennis, and Volleyball

Winter: Boys' Basketball, Girls' Basketball, and Wrestling

Spring: Baseball, Softball, Boys' Tennis, Boys' Track, and Girls' Track

Activities, Clubs- In addition to the following wide variety of offerings, you also might choose to get involved with class activities, subject-specific pursuits, volunteer work, career-interest pursuits:

FCCLA (Family, Career & Community Leaders of America), TSA (Technology Student Association), FBLA (Future Business Leaders of America), Quiz Bowl, Reading Competition, Envirothon, School Newspaper, Band, National

Honor Society, Student Council, SADD (Students Against Destructive Decisions), Chorus, Spring Musical, Yearbook, Drama Club. Clubs are subject to change.

ATHLETIC DEPARTMENT CODE OF CONDUCT

PHILOSOPHY:

Participation in interscholastic athletics is a privilege offered to students of the Bedford Area School District to extend learning opportunities. Students participating in interscholastic athletics represent themselves, the community, and the school district. All student-athletes are expected to conduct themselves in a manner that meets the highest standards of sportsmanship and athletic competition.

The Code of conduct is designed specifically to establish high expectations and standards for all participating student-athletes. These expectations embody a total lifestyle approach with emphasis on **Respect** for self, others, and property; **Loyalty to** self, teammates, coaches, and school; support for the ideals of true **Sportsmanship**, and **Maturity** to accept all choices made and the consequences each carries.

The effectiveness of this code is dependent on a collective commitment from students, parents, and school personnel, along with a proactive positive approach to prevention and assistance.

The terms of the Code of Conduct extend for the duration of the school year. Sanctions imposed as a result of the Code of Conduct may carry into the next school term. Final decisions regarding this policy will be determined by the district administration.

Refer to the Bedford Area School District Rights and Responsibilities Handbook.

ATHLETIC AWARDS

A system of awards is followed for each sport. Coaches and athletic directors make recommendations for bar, letter, and jacket awards, subject to the approval of the high school principal.

ATHLETIC MANAGERS

Student managers perform very valuable work on the athletic program and are recognized by a system of awards. Students interested in serving as managers should see the athletic director.

CONDUCT OF SPECTATORS

Join the cheerleaders in encouraging your players. Be courteous to officials, coaches, participants, cheerleaders, and all other fans. Individuals who continually display poor sportsmanship will be restricted from attending extra-curricular events.

DETENTION

Minor infractions of school policy will result in the assigning of lunch detention, before school (7:30-8:00 a.m.) or after school (3:15-3:45 p.m.) detention. Failure to make up detention by the assigned day(s) will result in *students being assigned in-school suspension*.

Students will not be permitted to converse or sleep during detention. Students who arrive late to detention will not receive credit for serving their detention and additional detentions may be added to those already assigned.

SUSPENSION

In-School Suspension

- A. Students who receive in-school suspension will report to the high school office before the *8:15 bell*.
- B. Arrangements will be made for students to receive lunch and restroom privileges.
- C. There will be no talking, eating, sleeping, listening to music, using video games, etc.
- D. Students will be given written assignments that are to be satisfactorily completed during in-school suspension.
- E. Failure to cooperate in the in-school suspension room will result in the next level of discipline.

Out-of-School Suspension

During a suspension the following procedures are in effect:

- A. The pupil is responsible for contacting the teacher concerning work that will be or is missed during a suspension. All work must be made-up within three days following the return to school, unless the work was to be done during a Saturday session.
- B. The pupil may not participate in any school curricular or extra curricular activity. This includes athletics, band or choral activities, and/or club or organizational activities.
- C. Pupils who have been suspended may not be on school district property during the suspension except to report to the high school office.

Future College Applicants

Please Note: The Common Application used by the majority of colleges and universities require applicants to apply for admissions via the common application. It should be noted there is a question on the common application requiring the applicant to disclose academic misconduct and/or behavioral misconduct. In addition to checking yes or no to any such infractions, the applicant must also submit in writing a description of any such offenses. The Bedford Area School District endeavors to provide this notice in order to advise students and parents of future consequences of inappropriate behavior while attending the school district.

STUDENT THREATS

Students who make threats to school staff or other students will be subject to disciplinary action as defined in the "Student Rights and Responsibilities Handbook." Students and staff who witness others make threatening remarks have an obligation to report these to the administration. Threats will be taken very seriously and may result in an extended period of out of school suspension.

TERRORISTIC THREATS AND TERRORISTIC ACTS

The Board recognizes that terrorist threats and acts pose a danger to our students, staff, and community. The Board also acknowledges the need for an immediate and effective response to a situation involving such an act. Students who make terrorist threats to school staff or other students will be subject to disciplinary action as defined in the "Student Rights and Responsibilities Handbook."

STUDENT COMPLAINT PROCESS

First, make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, forms are available in the high school office which shall set forth: the specific nature of the complaint and a brief statement of the facts giving rise to the complaint: the manner in which and extent to which the student believes he/she has been adversely affected; the relief sought by the student; and the reasons why the student feels he/she is entitled to the relief sought. The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board and at each level, the student shall be afforded the opportunity to be heard personally by the school authority.

At each step beyond the first, the school authority hearing the complaint may call in the student's parent/guardian.

The student may seek the help of a parent or a guardian at any step.

SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student, member of the school staff to a student, or when made by any student to any staff member.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student at Bedford High School may use the complaint procedure or may complain directly to his/her immediate teacher, guidance counselor, and assistant principal and/or principal.

Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades, appointments, awards, etc.

TITLE IX DISTRICT POLICY

The Office for Civil Rights (OCR,) U. S. Department of Education enforces Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulation, which prohibit discrimination on the basis of sex in educational institutions receiving federal financial assistance. The Bedford Area School District has designated Mrs. Casey Cover, Administrative Assistant to the Superintendent, as the coordinator for Title IX. Mrs. Cover's Office is located in the Office of the Superintendent, Administrative Suite at Bedford High School. She may be reached at (814) 623-4295. A grievance procedure was approved by the Board of Education at the September 21, 1999 Board Meeting. The procedure includes: (1) a student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, (Mrs. Casey Cover,) who shall inform the student of his/her rights and of the complaint process. (2) The building principal immediately shall notify the Superintendent and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated. (3) The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the harassment; the district shall take prompt corrective action to ensure the harassment ceases and will not recur. (See Policy #103 "Nondiscrimination in School and Classroom Practices" and Policy #248 "Unlawful Harassment" in the Bedford Area School District Board Policy Manual in the Office of the Superintendent.)

INTERNET

There is a great deal of information available through the Internet that is excellent and will expand the educational experience for our students. However, there is also much information available that is not appropriate for students. Therefore, prior to using the Internet, students will receive instruction as to what is acceptable material and what is not acceptable material. Inappropriate material would include, but not be limited to sending or displaying offensive messages or images, using obscene language, accessing pornographic web sites and images, harassing others, accessing hate groups, violating copyright laws, or trespassing in others' files.

While browsing, a student may accidentally access unsuitable information. This will not be a concern if the student quickly cancels the document, image, or web site. **If, however, the student purposely attempts to access, download, call attention to, print or do any inappropriate item mentioned above, they may lose the privilege of using the Internet.** Also, the student will be subject to the regular discipline policy for unacceptable behavior as outlined in the student manual. This offense will result in a suspension.

School Board Policy states that each student must have an Internet and Media permission form completed once during his/her time in each building. Parents/guardians should be aware that once this permission is obtained it will be kept on file for the duration of the students' high school career. If you wish to change this permission you should complete the Internet/Media Permission form at the back of this handbook and return it to the high school office.

FIRE AND DISASTER EVACUATION PROCEDURES

Well-conducted fire drills are important to prepare for disasters that may occur without warning. The law requires evacuation procedures and drills. (Section 8, Pa. Department of Labor and Industry Fire & Panic Act, No. 299, April 27, 1927, as amended).

Attention should be given to the following:

1. Classroom teachers should acquaint pupils with the fire and disaster evacuation procedures.
2. Each teacher should acquaint students with regular and suggested alternate exits to be used in case of an emergency. This information is located near the regularly used doorway of each room. Alternate routes and exits are first choice suggestions only. Teachers may have to improvise if necessary to get students out of the building safely and quickly.
3. Students should become acquainted with designated stairwells and exits throughout the building.

When the fire alarm sounds, students should move immediately toward their escape avenue. Do not stop to pick up belongings. Books, clothing items, and

other articles are to remain behind. It is not necessary to close windows, turn out lights, etc. Material things can be replaced in time --- lives cannot! If there is an incapacitated pupil in the room they may be carried on a straight chair or by an "arm chair" carry. Students are to walk rapidly in single file, without talking. The absence of talking and strict discipline is an absolute necessity so that the teacher can give alternative evacuation instructions. Generally, teachers/students assigned to a room are to use a particular side of a stair or exit. The teachers/students should use that side of the hallway as they proceed to that stair or exit.

Teachers/students from the various classrooms are to follow each other in the order indicated in an emergency evacuation. Go to the area designated for your class during an emergency evacuation. (See exit procedures for your classroom.)

STUDENTS TURNING IN FALSE ALARMS OR TAMPERING WITH FIRE ALARM EQUIPMENT WILL BE PROSECUTED UNDER THE PENNSYLVANIA CRIMES CODE, SECTION 4905, AND SUSPENDED FROM SCHOOL.

STUDENT RESPONSIBILITY

Each student in the Bedford Area School District will be issued the Student Rights and Responsibilities Handbook. **IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS BOOKLET WITH HIS/HER PARENT OR GUARDIAN.** If a student and/or his/her parent/guardian have any questions regarding student rights and responsibilities, please contact a school administrator.

DRESS CODE

Students are expected to dress in an appropriate manner for school. Students are not permitted to wear clothing that is in any way distracting to the educational process. Clothing that draws attention away from the educational program or that by being worn puts the student or surrounding students at risk is prohibited. Students are not permitted to wear coats during the school day. Long sleeved shirts and pullover sweat shirts or sweaters may be worn inside during cooler weather. Violations will be considered as inappropriate behavior. Students are not permitted to wear chains due to safety concerns and damage to furniture.

Specific procedures regarding dress code will be reviewed with students during class meetings at the beginning of the school year.

FIELD TRIPS AND EXTRA CURRICULAR ACTIVITIES

Students participating on field trips should remember that they are representing Bedford High School. All school rules and regulations must be adhered to while on the trip. Students should follow the instruction of the teacher in charge to insure a safe and successful learning experience. Parent permission slips and student medical information sheets must be completed before students will be permitted to attend. A student's right to attend a field trip may be denied by the principal or assistant principal based on previous school behaviors and other criteria set forth by the School Board.

The following procedures have been adopted by the Board of Education

- A. The principal and superintendent must approve activities requiring district owned or contracted buses and vehicles to transport students.
- B. Teachers, coaches, and/or chaperones are to accompany students on all school-sponsored trips and activities.
- C. The number of chaperones and/or teachers accompanying the students will be a minimum of one adult for every fifteen students.

FLAG SALUTE

Students are responsible for demonstrating proper respect to our country and our country's flag. However, by law, you may not be forced to salute your country's flag or repeat the pledge of allegiance. If you do not choose to participate, you will remain in respectful silence. If a student chooses not to remain in respectful silence, his/her parent or guardian will be notified of the refusal in writing.

SEARCH

Student's lockers, clothing, backpacks, book bags, purses and vehicles on school property may be searched when the administration has reasonable suspicion that the contents may be in violation of school policy or legal codes. Searches will be conducted in the presence of an adult witness. Anything discovered in the search may be used for school disciplinary action and/or as part of a criminal complaint.

Drug Dogs may be used to search student lockers at any time without prior notice.

All student lockers are the property of the Bedford Area School District.

DISCIPLINE CODE

Philosophy

The philosophy of the code is to use disciplinary action as an instrument to alter or change student behavior. The vehicles used to change behavior will be detention, in-school suspension or out-of-school suspension, along with teacher/student/parent consultations, and/or other educational activities.

Timeliness

Every effort will be made to investigate and process discipline referrals within 24 hours of submission to the administration. Detention and suspension will be issued as soon as possible after the investigation, when necessary.

Notifications

- A. Students will be informed of the reasons for detention/suspension and will be given an opportunity to respond before the detention/suspension becomes effective. Students will be given a copy of the letter of notification to hand carry home. The student is responsible for delivering this copy to the parent/guardian for immediate notification.
- B. The original letter of notification including dates and reasons for the detention/suspension will be mailed to the parent/guardian or personally issued by the administrator or Dean of Students.
- C. If a suspension exceeds three school days, the student and parent/guardian shall be given the opportunity for an informal hearing within the first three days of the suspension. (22 Pennsylvania Code Chapter 12.8V)
- D. The school psychologist may be notified regarding any and all 5 and 10-day out-of-school suspensions.

Definitions of Violations: See Student Rights and Responsibilities

DISCRIMINATION

The Bedford High School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

THE ESL PROGRAM

The Bedford Area School District, in keeping with its goal of academic excellence, has endeavored to establish a quality ESL (English as a Second Language) program that provides a student with the best education possible. In response to this desire, and in keeping with various federal and state regulations related to the education of ESL students, the Bedford Area School District formally established and adopted District Policy #138, English as a Second Language/Bilingual Program, on November 19, 2002. The stated purpose of this policy is to enable identified ELLs (English Language Learners) to attain academic proficiency and success in English: specifically, reading, reading comprehension, and writing, speaking, and listening. Please refer to the "Student Rights and Responsibilities" Handbook for further clarification of the ESL Program.

VIDEO CAMERA SURVEILLANCE

The Bedford Area School District is committed to providing safe, secure environments for students and their property while in school and while riding district transportation. To this end, the Board supports the controlled use of video surveillance systems in the district. The Board also believes that the privacy of individuals should be protected and therefore the use of video surveillance must be strictly monitored and controlled. Violations of the disciplinary codes and transportation policy detailed in this handbook may be invoked through the aid of video surveillance equipment that monitor school hallways, lunch rooms, exterior areas of school property, and school buses.

VOLUNTARY DRUG TESTING PROGRAM

Voluntary drug testing is a positive approach to curbing the use of illegal substances. I choose to help fight the use and abuse of illegal drugs by showing others that I have made the conscious choice NOT to use drugs.

Please check the following statements that you AGREE with:

A. I voluntarily agree to be tested for targeted substances.

B. I voluntarily agree to have my name prominently displayed along with other students who have volunteered to be tested for drugs.

Please list my name along with other students from the following teams, clubs, and/or organizations:

Name/Grade: _____

Birthdate: _____

Signature: _____

As the parent or legal guardian of the above named minor, I have read and understand the Bedford Area School District Voluntary Drug Testing Program Procedures. I agree to allow my child to be tested for the use of illegal substances if their name is randomly selected from the pool of students who volunteered to participate. I also agree to allow my child's name to be displayed among other students who volunteered (if my child has also agreed to statement "B").

Parent or Legal Guardian Signature: _____