

April Board Meeting Agenda Items:

Secretary and Financial Reports:

Approval of the Minutes recorded for the Tuesday, March 27, 2018, Board Business Meeting.

APPROVED 04/17/18

Approval of the official financial reports and to pay the bills for April 2018.

APPROVED 04/17/18

Old Business

District Policies:

Final approval on the following amended policies for the Board Policy Manual:

Policy #808 – Food Services (attachment 1).

Policy #819 – Suicide Awareness, Prevention and Response (attachment 2).

Policy #907 – School Visitors (attachment 3).

APPROVED 04/17/18

*Board Policies are available on our Board Docs website: [BASD Policy](#).

New Business

The Board **approved ratification of the agreement between the Board of Education of the Bedford Area School District and the Bedford Area Education Association to be in effect from September 1, 2018, to August 31, 2022** (attachment 3A). **APPROVED 04/17/18**

Personnel:

Approval to **accept the retirement of Mrs. Vanira Wilkins**, Bedford Middle School English Language Arts Teacher, at the end of the 2017-2018 school year. Mrs. Wilkins has been working with the District for 19 years, beginning in 1999.

Approval to **accept the retirement of Ms. Pamela Stouffer**, Bedford High School Librarian, at the end of the 2017-2018 school year. Ms. Stouffer has been working with the District for 35 years, beginning in 1983.

APPROVED 04/17/18

Approval to **accept the retirement of Mrs. Colleen Marsella**, Bedford High School Family Consumer Science Teacher, at the end of the 2017-2018 school year. Mrs. Marsella has been working with the District for 30 years.

APPROVED 04/17/18

Approval to **accept the retirement of Mrs. Lynn Elliott**, Bedford High School Instructional Assistant, at the end of the 2017-2018 school year. Mrs. Elliott has been working with the District for 22 years, beginning in 1996.

APPROVED 04/17/18

***** It is hard to put into words the gratitude the District feels towards our retirees. There are over 100 years of experience between these four ladies. In their careers as educators, they have impacted the lives of countless students. They will always be a part of the Bedford Area School District family and we wish them all the best in their retirements! *****

Extra Duty/Extra Pay Personnel/Fund Raisers:

Bedford High School

Approval of Mrs. **Stacy Imler** as Girls' Volleyball Head Coach.

APPROVED 04/17/18

Policies:

Tentative approval on the following amended policies for the Board Policy Manual:

- **Policy #815.1 – District-Issued Device: Student Use, Rights, and Responsibilities** (attachment 4).

APPROVED 04/17/18

District & Building Handbooks:

Approval of the **2018-2019 District Handbook** (attachment 5).
APPROVED 04/17/18

Approval of the **Building Handbooks for the 2018-2019 School**

Year: Bedford Elementary (attachment 6)

2. Bedford Middle (attachment 7)

3. Bedford High (attachment 8)

APPROVED 04/17/18

Additional New Business:

Approval to **participate in the Substitute Teacher Consortium through the Appalachia Intermediate Unit 8 for the 2018-2019 school year.** The fee for participating remains the same as last year at \$500. The fee includes advertising/recruiting assistance, training (presenter fees/expenses, meals, materials), distribution of files, program coordination and postage.

APPROVED 04/17/18



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Second Reading

Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Last Revised

October 17, 2017

Last Reviewed

October 17, 2017

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]](#)[\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]](#)[\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]](#)[\[14\]](#)

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor. [\[3\]](#)[\[4\]](#)

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[11\]](#)

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.

3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[4\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[\[4\]](#)

Free/Reduced-Price **School** Meals and Free Milk

The district shall provide free and reduced-price **school** meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[\[20\]](#)[\[21\]](#)

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[\[20\]](#)[\[21\]](#)

1. **At or around the beginning of the school year.**
2. **Three (3) months after the initial effort.**
3. **Six (6) months after the initial effort.**

The district may also conduct direct certification on a weekly or monthly basis.

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

School Meal **Service** and Accounts

To ensure the effective operation of the district's food service program **and delivery of school food program meals to students**, the district **shall**:

1. Assign individual **school meal** accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's **school meal** account reaches a low balance.
3. Notify parents/guardians when the student's **school meal** account reaches a negative balance. The notice shall include **information on payment options**.
4. **Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.**[\[3\]](#)

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply

for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21]

When there is a negative balance of \$25.00 and less than \$50.00, the district will send a letter via first class mail to the parents/guardians attempting to resolve the outstanding debt via payment in full or payment plan.

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.[3]

The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

District schools shall be prohibited from:[3]

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding **school meal charges and school meal accounts** shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative **school meal account** balance.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

The district may use a debt collector for debts over \$50. In this case, the district will first send a certified letter to the parents/guardians informing them of the outstanding debt and attempt to arrange a payment plan to resolve the debt. If parents/guardians do not respond to the letter and/or come to agreement with the district about a payment plan, the district will send the total outstanding debt including any debt accumulated after the initial \$50.00 to a debt collector for collection.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[\[6\]](#)[\[7\]](#)[\[18\]](#)[\[29\]](#)

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[\[16\]](#)[\[17\]](#)[\[30\]](#)

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[\[8\]](#)[\[10\]](#)[\[16\]](#)

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[\[17\]](#)[\[30\]](#)[\[31\]](#)

NOTES:

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq
7 CFR Part 225

PSBA Revision 12/17 © 2017 PSBA

808-Attach.doc (44 KB)

Last Modified by Casey Cover on April 5, 2018



Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Number	819
Status	Second Reading
Legal	1. 24 P.S. 1526 2. Pol. 103 3. Pol. 103.1 4. Pol. 249 5. Pol. 806 6. Pol. 333 7. 22 PA Code 12.12 8. Pol. 207 9. Pol. 216 10. Pol. 236 11. Pol. 113 12. Pol. 113.2 13. Pol. 113.3 14. Pol. 114 15. Pol. 117 16. Pol. 204 Pol. 146 Pol. 805 Pol. 911
Last Revised	July 16, 2015
Last Reviewed	July 16, 2015

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports **the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[\[1\]](#)

Definition

Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.

Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

SUICIDE AWARENESS AND PREVENTION EDUCATION [\[1\]](#)

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources.

Lessons shall:

1. Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.
2. **Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.**
3. **Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.**
4. **Be conducted in the classroom, not as a large group assembly.**

Protocols for Administration of Employee Education

All district employees, including but not limited to **administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers**, shall receive information **about** risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide **awareness and** prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in **a minimum of** four (4) hours of youth suicide awareness and prevention training every five (5) years.[\[1\]](#)[\[6\]](#)

The district's professional development plan also includes similar training for professional educators in grades K-5.

Additional professional development in **suicide risk screening and/or** assessment and crisis intervention shall be provided to **specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated administrators, school counselors, school psychologists, school social workers and** school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local **behavioral health resources**.

METHODS OF PREVENTION [1]

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.[2][8][9][10]

Suicide Prevention Coordinators

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with **suicide** risk factors or warning signs is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about **suicide** risk factors and warning signs.

Suicide risk factors refer to personal or environmental characteristics that are associated with suicide.

Warning signs are **evidence-based indicators** that someone may be in danger of suicide, either immediately or in the near future.

Referral Procedures

Any district employee who **observes a student exhibiting a warning sign for suicide or** has **another** indication that a student may be contemplating suicide, shall refer the student for **suicide risk screening and/or** assessment and intervention **in accordance with district procedures**.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the school counselor for support and follow-up.

Documentation

The district shall document the reasons for referral, including specific warning signs and **suicide** risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION [1]

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and suicide **death**. Suicide intervention procedures shall address the development of **a** safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide **risk screening or** assessment **tool** may be used by trained **behavioral** health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school **and informed of crisis and community resources**. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify **behavioral** health service providers to whom students can be referred for further **suicide risk screening and/or** assessment and assistance.

Behavioral health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community **behavioral** health centers, psychiatrists, psychologists, social workers and primary care providers.

If the student is identified as being at increased risk of suicide, the district shall create **a new, or update a previous**, safety plan to support the student and the student's family. **The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.**

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][11][12][13][14]

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, **suicide risk screening and/or** assessment **and follow-up**, including verbal and written communications with students, parents/guardians and **behavioral** health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH [1]

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

1. Determining the roles and responsibilities of each crisis response team member.

2. Notifying students, employees and parents/guardians.
3. Working with families.
4. Responding appropriately to the media.
5. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a **suicide** attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a **behavioral** health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[3][11][12][13][15][16]

Prior to a student returning to school after a **behavioral** health crisis, a district-employed **behavioral** health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school **and to create an individual re-entry plan.**

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside **behavioral** health care providers, **request written documentation from the treating facility and encourage their involvement in the re-entry meeting.**

The designated district employee will periodically check in, as needed, with the student to **monitor the student's progress**, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy. [3][11][12][13][14]

Response to Suicide (Postvention)

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death. Please see the district's bereavement procedures.

REPORT PROCEDURES [1]

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and **behavioral** health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district **behavioral** health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES_[1]

National:

- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: **TEXT 741-741** or visit <http://www.crisistextline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools
<https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

Pennsylvania:

- [List of Crisis Intervention contact information by county](#)
- [List of County CASSP and Children's Behavioral Health Contact Persons](#)
- [County Task Force Resources:](#) By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

National and State Organizations

National:

- American Association of Suicidology (AAS): <http://www.suicidology.org/>
- American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>
- Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

Pennsylvania:

- Prevent Suicide PA: <http://www.preventsuicidepa.org/>
- Jana Marie Foundation: <http://www.janamariefoundation.org/>
- Aevidum: <http://aevidum.com/cms/>
- Services for Teens at Risk (STAR-Center)
<https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>
- Pennsylvania Department of Education www.education.state.pa.us

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Last Modified by Casey Cover on April 5, 2018



Book	Policy Manual
Section	900 Community
Title	School Visitors
Number	907
Status	Second Reading
Legal	1. 24 P.S. 510 2. 22 PA Code 14.108 4. Pol. 250 5. 24 P.S. 2402 (Military Uniform)
Adopted	September 21, 1999
Last Revised	February 19, 2014

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, and interested educators. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Definitions

A **visitor** is anyone coming onto and/or entering school property who is not, through employment with the school district, assigned to that particular area.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school building and/or school property, visitors must register at the office where they will:

1. Sign in and sign out.

2. **Complete a background check via the School Gate Guardian School Visitor System**
3. Receive a badge.
4. Receive instructions.

After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that s/he:

1. Has a visitor's pass.
2. Has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the principal, assistant principal, or dean of students.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, assistant principal, or dean of students, consistent with Board policies, school rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[\[1\]](#)[\[2\]](#)

The building principal, assistant principal, dean of students, or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal, assistant principal, dean of students, program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, assistant principal, dean of students, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[5\]](#)[\[4\]](#)

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.



Book	Policy Manual
Section	800 Operations
Title	District-Issued Devices: Student Use, Rights, and Responsibilities
Number	815.1
Status	First Reading
Legal	Pol. 815
	Pol. 218
	Pol. 233
	Pol. 224
	Pol. 249

Purpose

The Board continuously cultivates a culture of learning to better prepare students for life after school. Educational technologies are central to this mission. To that end, the Board has decided to issue district-owned devices to all students. The Board's vision is that all students will use technology to energize personal intellectual development and construct knowledge for college, careers and beyond. The Board also recognizes, however, that with the issuance and use of district devices, new rules must be established to ensure that such use is consistent with the district's educational mission.

Authority

The Board, therefore, adopts this policy to establish reasonable rules relating to the issuance, care, use and monitoring of district devices issued to students.

Definitions

BASD Network – refers to the district's local area network which permits the following uses, among others, by authorized students:

1. Internet access;
2. Network shared resources, such as printers; and
3. Network folder shares and cloud storage.

District Device – refers to an identified technology device issued by the District to a specific District student for use in connection with the District academic program. This includes, but is not limited to, laptops, iPads, Chromebooks, tablets, and other mobile devices issued by the District.

Off-Site Network – refers to any wireless or wired network that is not operated or controlled by a BASD employee or agent.

One-to-One Device Program – the program launched to provide Bedford Area students with a district device for use in connection with the school district academic program.

Network Administrator – an Information System Professional responsible for the day-to-day maintenance and upkeep of BASD Network.

Remote Access of Devices – a situation where a District employee or agent, using client management software, accesses a District device in the student’s possession. Software maintenance that automatically downloads software and configuration changes does not constitute remote access of the device. Remote access of District devices also does not include voluntary participation by the student or other user in web-conferences or other web-based activities.

System Integrity – refers to the maintenance of accurate and consistent information throughout the BASD Network.

Software Maintenance – any software or configuration changes sent out to all district devices, even if it only affects certain district devices, which is done as part of the maintenance and security of BASD Network or to ensure that only authorized software is installed on district devices.

Guidelines

The following rules shall apply with respect to District devices:

- I. The Superintendent or designee shall provide formal notification to district parents/guardians whose child is eligible to be issued a Mobile Device before the beginning of the school year containing information relating to the One-to-One program and how it works.
- II. Prior to a student being permitted to take the District Issued device, the student and parent/guardian must sign and return the “Agreement for District Device Use” contract, which sets forth the terms and conditions of device use, maintenance and care, and includes an acknowledgement that the student and parent/guardian will fulfill all such terms and conditions, and will also indemnify and hold the District harmless with respect to any loss or damage incurred arising from any violation of such terms and conditions. Also, the student and parent/guardian must sign a “Student Device Insurance” agreement, which provides parents/guardians the opportunity to participate in an insurance program to limit their liability regarding accidental damage to the District device.
- III. The Agreement for District Device Use shall also include an acknowledgement that the student’s use of the District device shall comply with the terms of this policy and the District’s policy on Acceptable Use of Computer Networks and Equipment, and the District Devices section of the student handbook. Compliance with the foregoing shall be required without regard to whether the student is connected to the BASD Network.
- IV. In the event that the parent/guardian refuses to sign the “Agreement for District Device Use” contract, the superintendent or designee shall be responsible for ensuring that the district uses its best efforts to make necessary accommodations for the student to ensure that the student’s education is not adversely affected.
- V. Students and parents/guardians shall be wholly responsible for the safety, care and security of District devices assigned to students, and may be liable to the District for the cost of any necessary repair or replacement due to damage, loss or theft of District devices.
- VI. District devices will at all times remain the property of Bedford Area School District. Students are responsible for the appropriate use of District devices at all times including but not limited to at school and at home. Care of the District devices is the student’s responsibility. Students should not attempt on their own to repair or service District devices. Vandalism to any device or accessory is strictly prohibited.
- VII. The BASD Network includes blocking of websites potentially harmful to minors per the terms of the federal Children’s Internet Protection Act. However, this blocking does not limit Internet access when a District device is connected to the Internet by means other than the BASD Network. Parents/guardians are therefore advised to monitor web usage when the District issued device is used at home.

- VIII. District devices are equipped with the ability to be accessed and/or monitored remotely. When the District Issued Device is on the BASD network and/or on BASD property, the District is permitted to remotely access and/or monitor the device at anytime. When the district device is connected to an off-site network and/or not on BASD property, the District is prohibited to remotely access the District Issued Student Device, except in the following instances:
- a. **Technical Problems:** In some instances, it may be necessary for District Technology Staff and/or designee to access a District issued device remotely to resolve a technical problem. The District will implement remote access when the device is on the BASD Network when possible. However, the foregoing protocol does not apply to the District's use of remote access to perform software maintenance, and the District may use remote access to perform software maintenance without informing the student. Software maintenance may involve the correction of altered coding or programming, and in some cases may remove files from the device, if the files are deemed to be a threat to the operation or security of BASD Network or are stored in unauthorized software.
 - b. **Device Reported Missing or Stolen:** If a student or a parent/guardian believes a District device is missing or stolen, the student or parent/guardian must immediately notify the building principal or assistant principal in writing. Once the District is notified in writing, the District may activate the use of computer tracking technology.
 - c. At no time will the District device camera be activated remotely, nor will audio or video be remotely monitored.
- IX. **Review of Student Files:** Under no circumstances shall there be any expectation of privacy when using district system or devices. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, devices or network resources, including personal files or any use of the district's Internet, devices or network resources. The district reserves and shall exercise its right to inspect and examine any use of the district system or devices; this includes, but is not limited to, a user's Internet access and email transmissions, and all system registries. To ensure reasonable, efficient, and safe use of technology resources, the BASD technology Department periodically monitors the systems and the accounts used by students, employees, and visiting community members. The district reserves the right to access any users accounts or files at any time, for any reason.
- a. If the District has a reasonable suspicion that the student is violating District rules or policies, District administrators authorized by the Superintendent may review student files and/or data stored on the device. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the student violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation that justified the search.
- X. The Superintendent or his/her designee shall arrange for direction and training of students, and the availability of orientation for parents/guardians, with respect to the use, care and maintenance of District devices.
- XI. Students are not permitted to install, modify or tamper with District device hardware unless first approved by District technology staff.
- XII. Students are permitted to install software from District authorized repositories
- XIII. Operating System Software installs and configuration changes shall be completed by or under the direction of District technology staff or others authorized by the Superintendent.

Discipline

A student's failure to abide by the rules of this policy, and the District's policy on Acceptable Use of Computer Networks and Equipment, and the District Student Technology Devices and Accessibility

section of the student handbook will subject the student to possible discipline as established in the applicable Student Code of Conduct or in District policies. Discipline may include limiting or prohibiting access to District devices, for some period of time or permanently, completely or just during the school day, or any other actions (including the student's removal from school) deemed appropriate by the District Administration. Such discipline is in addition to, and not in place of, the student and parent/guardian fulfilling their duty to pay for any costs associated with damage, loss or theft of District devices (see Section entitled Guidelines subsection E above), and to indemnify and hold the District harmless with respect to any loss or damage incurred arising from any violation of terms and conditions in the Agreement for Use of District Devices (see Section entitled Guidelines subsection B above).

Last Modified by Casey Cover on April 9, 2018

Bedford Area School District



Student Rights and Responsibilities 2018-2019 Handbook

Administrative Contact Directory

Superintendent	Dr. Allen Sell	623-4295
Assistant Superintendent/ Special Education Supervisor	Dr. Paul Ruhlman	623-4260 623-4225
Bedford Elementary Principal	Miss Leslie Turkovich	623-4285
Bedford Elementary Assistant Principal	Mr. Michael Trimeloni	623-4285
Bedford Middle School Principal	Mr. Kevin Windows	623-4200
Bedford Middle School Assistant Principal	Mr. Shane Bingman	623-4200
Bedford High School Principal	Mr. Kyle Kane	623-4250
Bedford High School Assistant Principal	Mr. Kevin Steele	623-4250
Bedford County Technical Center Administrative Director	Mr. Mark Bollman	623-2760
Business Manager	Mrs. Christina Robosson	623-4290
Food Service Supervisor	Mrs. Betsy Littlefield	623-4235
Transportation/ Maintenance Supervisor	Mr. Mark Pennabaker	623-4223
Director of Technology	Mr. John Diehl	623-4292
Athletic Director	Mr. Bret Smith	623-4250

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Each student in the Bedford Area School District will be issued this 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.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to a quality education. However, with this right comes the responsibility to act, dress, study, and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. A student's rights only extend within oneself and no student has the right to infringe upon the rights classmates have to a quality education. It is the intent of the Bedford Area School District to protect and preserve the rights of all our students in an effort to provide the best education possible.

ATTENDANCE

Attendance in school is critically important to the learning process. Teacher comments, peer interaction, cooperative learning activities and self-expression are all valuable components of education. These can only be mastered through continuous and regular school attendance.

Compulsory attendance as defined in 1326 of the Pennsylvania School Code begins when a student enters school or at the age of 8 years until the age of 17. Please note according to a 2013 Commonwealth Court ruling, any student who is younger than 8 and begins schooling will also be held to Pennsylvania Compulsory Attendance. During that time students must attend school regularly.

When students are absent from school, a written excuse signed by the parent/guardian must be submitted to the school office upon return or within three days. A failure to submit the excuse within three days will result in the days being deemed illegally absent.

Absences will be considered legal absences if the excuse is for one of the following reasons:

- 1) Illness
- 2) Death in the Family
- 3) Religious Holiday
- 4) Quarantine
- 5) Impassable Roads
- 6) Suspension
- 7) Educational Trips and Tours
- 8) Required Court Appearances
- 9) Recovery from Accident
- 10) Other Urgent Family Reasons (Approved by the Principal)

ATTENDANCE POLICY FOR STUDENTS UNDER 15 YEARS OLD: After 10 days of absences, which are not excused by a doctor, parents will be advised that all subsequent absences after the 10th day of absence must be accompanied by a physician's excuse or the absence will be considered unlawful.

Illegal absences will be considered Unlawful when a student is of compulsory attendance age. Within 10 school days of the third unlawful day of absence, the school will notify parents or guardians in writing that the student is truant. This notice will include a description of the consequences if the student becomes habitually truant. If the student continues to be truant after the written notice is issued, the school must offer in writing a school attendance improvement conference to discuss and attempt to improve attendance.

If the student becomes habitually truant, 6 or more unlawful days, the school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

Please refer to your student's building handbook for tardiness and ½ day absences.

ATTENDANCE POLICY FOR STUDENTS 15 AND OLDER: After 10 days of absences, which are not excused by a doctor, parents will be advised that all subsequent absences after the 10th day of absence must be accompanied by a physician's excuse or the absence will be considered illegal.

Absences will be considered Illegal Absences if they are not for any of the legal reasons or are beyond the 10th day for secondary students without a physicians excuse or if an excuse is not submitted upon his/her return to school or within three days.

Illegal absences will be considered Unlawful when a student is of compulsory attendance age. Within 10 school days of the third unlawful day of absence, the school will notify parents or guardians in writing that the student is truant. This notice will include a description of the consequences if the student becomes habitually truant. If the student continues to be truant after the written notice is issued, the school must offer in writing a school attendance improvement conference to discuss and attempt to improve attendance.

If the student becomes habitually truant, 6 or more unlawful days, the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

Illegal absences will be considered Unexcused when students are not of compulsory school attendance age. After 10 days of unexcused absences are accrued the student may be dropped from the school role.

Please refer to your student's building handbook for tardiness to school and class, and ½ day absences.

Appointments Any Bedford Middle School or Bedford High School Students regardless of age who have appointments during the school day must submit a request signed by the parent/guardian to the office for permission to leave the building. Requests must be submitted and approved prior to the student being permitted to leave. Students are expected to return to school after appointments, if time is remaining in the school day.

Excuses for absence, tardiness and appointments must be signed by the student's parent or legal guardian, regardless of the student's age, unless the student has been formally declared an emancipated minor through legal action.

CELL PHONES and OTHER ELECTRONIC DEVICES

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

EDUCATIONAL TECHNOLOGY

The Bedford Area School District embraces the use of technology to support and enhance education and the delivery of education. Some of the available information is not appropriate for students; therefore, prior to using the Internet, district employees will discuss what is acceptable and what is not acceptable for student use.

While browsing, students may accidentally access unsuitable information. This should not be a concern, if the student quickly cancels such a document or web site. Students who purposely attempt to access, download, call attention to, or print inappropriate materials will be subject to the regular discipline policy for Unacceptable Behavior outlined in the student manual. Repeat offenses may result in the student losing privileges to use the schools internet connection.

STUDENT TECHNOLOGY DEVICES AND ACCESSIBILITY

Students will follow the rules as listed below and Bedford Area School District Policies 815 and 815.1 when using school district technology devices and accessing the Internet. Students 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. Illegal activity (e.g. violation of licensing agreements, violation of copyright law, theft of services).
2. Commercial or for-profit business.
3. Product advertisement or political lobbying.
4. Hate mail, discriminatory remarks, and offensive or inflammatory communication, cyberbullying.
5. Unauthorized or illegal installation, modification, distribution, reproduction, or use of copyrighted materials.
6. Access to obscene material.
7. Access by students and minors to material that is harmful to minors or is determined inappropriate or inconsistent with the instructional purposes and mission of the District as determined by the Superintendent and/or designee(s).
8. Inappropriate language or profanity as determined by the Superintendent and/or designee(s).
9. Transmission of material likely to be offensive or objectionable to others as determined by the Superintendent and/or designee(s).
10. Intentional, unauthorized obtaining or modifying of files and passwords belonging to another user without the permission of such other user.
11. Impersonation of another user, anonymity, and pseudonyms (excluding the use of user names assigned or approved by the District).
12. Use of a false identity or alias when engaged in communication with other persons while using an electronic device issued or owned by the District.
13. Loading or using of games, programs, files, or other electronic media which are known to be unauthorized or prohibited by the District.
14. Intentional disruption of the work of other users including intentional disruption of and/or intrusion into the district network and network services.
15. Destruction, modification, abuse, or unauthorized access to network hardware, software and files, including attempts to and /or successfully circumventing the district network filter.
16. Bullying/Cyberbullying.
17. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
18. Quoting of personal communications in a public forum without the original author's prior consent.

CONSEQUENCES FOR INAPPROPRIATE USE

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

Illegal use of technology, intentional deletion or damage to files of data belonging to others, copyright violations, and theft of services may be reported to the appropriate legal authorities for possible prosecution.

In addition to this policy, users must follow general rules for behavior and communications when using technology. The District may, in its sole discretion, deny further access to technology and/or take other disciplinary actions as a result of policy violations.

Vandalism may result in denial of access privileges. Vandalism is defined as tampering, modification or misuse of technology or any malicious attempt to harm or destroy data from another user, the Internet, technology or other networks. This includes, but is not limited to, uploading or creating computer viruses, denial of service attacks and unauthorized access.

CONSEQUENCES FOR MISUSE OF DEVICES

Consequences of misuse of devices will be leveled and progressive. The principal and assistant principal will determine the appropriate level of misuse based on its similarity to the offenses listed below. The repetition of lesser offenses may result in the offense being elevated to a higher level.

Level 1 Offense:

Sample Offenses: Playing games during teacher instruction; playing music when asked to complete work; messaging fellow students during instruction.

Consequence: The offense will be classified as inappropriate behavior per the district handbook. Additionally, the student may receive restricted access or loss of technology privileges including but not limited to access to the Internet and/ or district devices depending on the severity of the offense.

Level 2 Offense:

Sample Offenses: Bypassing the filter; using another student's account; giving another student your password; disregarding a teacher's warning for an offense under level 1; using technology to disrupt the educational environment; or repeating level 1 offenses.

Consequence: The offense will be classified either as inappropriate behavior or unacceptable behavior per the district handbook depending on the severity of the offense. Additionally, the student may receive restricted access or loss of technology privileges including but not limited to access to the Internet and/ or district devices depending on the severity of the offense.

Level 3 Offense: Please note level 3 may involve criminal activity, therefore law enforcement may be contacted for any level 3 offense at the discretion of district administration and in accordance the applicable laws.

Sample Offense: Any involvement with pornography, attempting to compromise the network, vandalism of the device, theft of a device, or using technology to complete a criminal activity.

Consequence: The offense will be classified as criminal misconduct as per the district handbook and may result in the district filing a criminal complaint or notifying the appropriate law enforcement agency of criminal activity. Additionally, the student may receive restricted access or loss of technology privileges including but not limited to access to the Internet and/ or district devices depending on the severity of the offense.

REVIEW OF STUDENT FILES

Under no circumstances shall there be any expectation of privacy when using district system or devices. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, devices or network resources, including personal files or any use of the district's Internet, devices or network resources. The district reserves and shall exercise its right to inspect and examine any use of the district system or devices; this includes, but is not limited to, a user's Internet access and email transmissions, and all system registries. If the District has reasonable suspicion that the student is violating District rules or policies, the District may search the student's files. Reasonable suspicion means reasonable grounds exist that the search will uncover evidence that the student violated law or school rules or District policies. The scope of the search must be reasonably related to the violation that justified the search. The District may also search student files when a device is lost or stolen or when a student requests assistance.

LOST OR STOLEN DISTRICT DEVICES

Students are wholly responsible for the safety, care, and security of District devices assigned to them and may be liable to the District for the cost of any necessary repair or replacement due to damage, loss or theft of the District device. If a student device is damaged, lost or stolen, the student must report the occurrence immediately to the building principal or assistant principal for investigation. Additionally, the District may employ remote monitoring or tracking to determine the location of the device.

EDUCATIONAL TRIP POLICY

Students will be permitted to be legally absent from school for educational trips for a total of 5 school days per year, with his/her parent/guardian, provided the parent/guardian comply with the following conditions:

- 1) An EDUCATIONAL TRIP FORM will be completed and returned to the office of the child's school prior to the trip.
- 2) The Assistant Principal or Principal of that school will indicate whether or not that trip is approved.
- 3) The trip will be at the expense of the parent(s) or guardian(s).
- 4) Failure to gain prior approval for the educational trip will result in the issuance of ILLEGAL ABSENCES for those days absent.
- 5) An educational trip approval may be denied if the student has missed more than 10 days of school.

If the pupil takes an approved educational trip, he/she is required to make-up the work missed, is responsible for making arrangements with the teacher for such make-up work, and is not to be penalized for his/her absence. EDUCATIONAL TRIP FORMS can be obtained from the office of the school the child attends or the Bedford Area School District Website.

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 9, 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, writing, speaking, and listening. If you or your family would like to know more about the District's ESL program, contact the building principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires the 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. However, the Bedford Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the Bedford Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height to team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Bedford Area School District to disclose information from your child's education records without your prior written consent, you must notify the school district in writing by September 1st of the new school year. Bedford Area School District has designated the following information as directory information:

- | | |
|--------------------------|--|
| -Student's name | -Weight and height of members of athletic teams |
| -Address | -Degrees, honors, and awards received |
| -Telephone listing | -The most recent educational agency institution attended |
| -Electronic mail address | -Dates of attendance |
| -Photograph | |
| -Date and place of birth | |

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

When students are on approved field trips, class trips, student conferences, off campus mentoring/shadowing programs, athletic events, music events, and any other extra curricular activity where they represent their school; each student is responsible for appropriate school behavior and will be governed by all Student Rights and Responsibilities policies.

FLAG SALUTE

Students are responsible for demonstrating proper respect for 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 a student chooses not to participate, s/he will remain in respectful silence during the Pledge of Allegiance, and his/her parent/guardian will be notified of the refusal in writing.

ROLLER BLADING & SKATE BOARDING

Roller blading, skate boarding, and any other similar activities are prohibited on school property. Persons caught violating this policy may be prosecuted.

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.

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

STUDENT ATHLETE DRUG-TESTING

Mandatory Drug-Testing Program - Student athletes will be subject to mandatory drug-testing program. 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.

Contact the principal or assistant principal where your child attends school if you have any questions regarding the drug-testing program.

Procedure:

1. All secondary students, Grades 7-12, are eligible to volunteer to be tested for use of illegal drugs.
2. If the student is a minor, the student and their parent will sign the “volunteer statement”
3. Students will have the option of adding their name to a list of all students who volunteer to be tested. The lists may be categorized by extra-curricular activity.
4. A predetermined number of volunteers will be randomly selected to be tested.
5. An outside agency, contracted by the school, will take urine samples from the randomly selected students and test for illegal substances. The student’s privacy and confidentiality will be maintained at all times.
6. If a tested sample is positive for the use of targeted substance, the sample will be retested to validate the original test. If the use of a targeted substance is validated the school will follow procedures outlined in policy #227.1, Student Drug Testing.

STUDENT DRESS

Students are expected to dress in an appropriate manner as defined in the student handbooks for each respective building. Students are not permitted to wear clothing that is in any way distracting to the educational process or that may create a safety concern. Clothing that draws attention away from the educational program or that by being worn puts the student or surrounding students at risk is prohibited.

FOOD ALLERGIES

Bedford Area School District is committed to providing a safe and nurturing environment for students. The Bedford Area School District (Policy 209.1) will work with parents, students, and physicians, to minimize risks and provide a safe educational environment for life threatening food allergic students. Parents are asked to notify the school nurse to ensure food allergies are communicated with the school.

DIABETIC STUDENTS

Ensuring that students with diabetes have the health services they need in school to manage their chronic condition is important in helping them stay healthy and ready to learn. Managing diabetes at school is most effective when there is a partnership. The Bedford Area School District (Policy 209.2) will work to partner with students, parents, school nurses, health care providers, teachers, counselors, coaches, transportation, food service employees, and administrators. Support may include helping a student take medications, check blood sugar levels, choose healthy foods in the cafeteria, and be physically active.

HOMELESS STUDENTS

The Bedford Area School District avers to support students and families who may experience homelessness. If you are a student who is living in an emergency shelter, sharing a house, a hotel, campsite, vehicle, or anyplace that is not a house with electricity and/or water, please contact your guidance counselor. In turn, your guidance counselor will work with the district’s homeless liaison and assistant superintendent, Dr. Ruhlman to coordinate services to help support you and your family during this period of homelessness.

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. Christina Robosson, Business Office Manager, as the coordinator for Title IX. Mrs. Robosson's office is located in the Business Office Administrative Suite at Bedford High School. She may be reached at (814) 623-4290. 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. Christina Robosson), 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 Superintendent, and others directly involved, as appropriate. (4) If the investigation results in a substantiated charge of 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).

USE OF DRUG DOGS IN SCHOOL

The basic reason for use of a drug dog is for assurance that school property is free of controlled substances. Lockers, desks, furniture, and equipment which are school property on loan to students will be of primary concern when the searches are made. The dog will only be used when under control of the police trainer or designee.

Inspections using drug dogs may be requested by the Superintendent or building principals. Unannounced visits, decided upon by the law enforcement, must have the approval of the principal or Superintendent before searches by drug dogs will be allowed.

If a dog should alert on a student locker, the student and the parent will be notified. The locker will be searched in the presence of the student.

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 controlled. This equipment may or may not be monitored at any given time in the schools. 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 on school buses.

AUDIO RECORDS

Voice mail and other electronically recorded audio files will be disposed of in a manner consistent with other electronic files. In accordance with applicable law, including but not limited to Pennsylvania's wiretapping laws, the school district reserves the right to record telephone conversations for safety, security and quality control purposes. Additionally, in accordance with Bedford Area School District policy 810.2, students may be audio recorded on the bus. Students violating school district policy on the audio recordings may invoke discipline as detailed in the school bus discipline section of this handbook.

ACADEMIC INTEGRITY POLICY

The Bedford Area School District is committed to teaching academic integrity to help students develop intellectually, creatively and ethically. Honesty in all assignments is considered essential to the maintenance of such standards. Cheating is a very serious matter. The teacher, in consultation with the building principal, will determine the appropriate consequence based on the severity of the cheating incident. The administration will establish and publish consequences for plagiarism in student handbook in accordance with Bedford Area School District Policy 243.

Levels of Plagiarism/Academic Dishonesty

A Level I occurrence would involve the student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is still his/her own. This includes assignments of any type.

Level II dishonesty is more serious. It involves the student's use of multiple paragraphs of someone else's work, and/or the use of someone else's ideas without the proper attribution, and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own. This includes assignments of any type and cheating on tests.

Level III occurs when the student has plagiarized or cheated, in any way for the second time.

Consequences:

1. Teacher/student conference - (all levels).
2. Notification of parent(s) or guardian(s) by teacher - (all levels).
3. Discipline referral to building administrator - (level 3).
4. Student required to re-do all or part of the paper/project/assignment - (level 1, 2, and 3).
5. Notification of National Honor Society advisor for appropriate action in accordance with the organization's by-laws - (level 2, 3).

Additional consequences that may result:

1. Grade adjustment - (level 2, 3).
2. Possible failure of course - (level 3).
3. Other appropriate consequences as determined by building administration - (level 2 and 3).

SECONDARY DISCIPLINE CODE

Philosophy

The philosophy of the code is to use disciplinary action as an instrument to alter or change student behavior. The methods 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.

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.

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 *five* days of the suspension. (22 Pennsylvania Code Chapter 12.8V)**

Definitions of Violations

Cutting Class/Skipping School is failure to report to the student's assigned area for 10 minutes or more.

Inappropriate Behavior is defined as actions/behavior or lack of actions/behavior that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.

Disruption of the Educational Process is defined as actions/ behavior or lack of actions/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education, any actions/behavior that deny others the opportunity to a quality education are unacceptable.

Disrespectful Behavior toward an employee is defined as behaviors that are exercised to belittle, embarrass, defy the authority and/or degrade any employee of the district.

Harassment (2709 Crimes Code of PA) A person commits harassment when with intent to harass, annoy or alarm another person:

1. He/she strikes, shoves, kicks or otherwise subjects one to physical contact or attempts or threatens to do the same.
2. He/she follows a person in or about a public place or places.
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serves no legitimate purpose.
4. Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors and/or other inappropriate verbal or physical conduct of a sexual nature. (Bedford Area School District Policy #248)
5. Disability Harassment - is intimidation or abusive behavior toward a student with a disability.
6. Ethnic Intimidation – is intimidation or harassment toward a student for ethnic or racial reasons.

Bullying (Bedford Area School District Policy 249) is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Bullying may be classified as either unacceptable behavior or harassment in the discipline code.

Criminal Mischief (3304 Crimes Code of PA) is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

Internet Violations Purposely attempt to access, download, call attention to, or print inappropriate materials.

Disorderly Conduct (5503 Crimes Code of PA) is conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.

1. Engaging in fighting or threatening or in violent or tumultuous behavior.
2. Making unreasonable noise.
3. Using obscene language or making an obscene gesture.
4. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

Theft by Unlawful Taking or Disposition (3921 Crimes Code of PA)

- (a) **Movable property - A person is guilty of theft if he unlawfully takes, or exercises unlawful control over, movable property of another with intent to deprive him thereof.**

Receiving Stolen Property (3925 Crimes Code of PA)

- (a) **Offense defined - A person is guilty of theft if he intentionally receives, retains, or disposes of movable property of another knowing that it has been stolen, or believing that it has probably been stolen, unless the property is received, retained, or disposed with intent to restore it to the owner.**
- (b) **Definition - As used in this section the word receiving means acquiring possession, control or title, or lending on the security of the property.**

Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act shall mean an offense against property or involving danger to another person.

Institutional Vandalism (3307 Crimes Code of PA) is defined as an act when a person knowingly desecrates as defined in Section 5509, vandalizes, defaces or otherwise damages any school,

educational facility and/or grounds adjacent to and owned or occupied by the school system. Vandalism of any personal property located in school facilities and/or grounds are also included in this section.

Institutional vandalism is a misdemeanor of the second degree unless costs exceed \$5,000.00 in which it becomes a felony.

Drugs/Alcohol/Tobacco violations are defined as students using, selling, possessing and/or being under the influence of illegal substances, including but not limited to, drugs, alcohol, tobacco, e-cigarettes, inhalants, and drug paraphernalia, to include look-alike substances. Prescribed medications are to be registered with the nurse and are to be used by the prescription designee only.

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 members, parents and patrons.

Section 1317.2A of Act 26 of 1995 indicates: A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Under Section 1317.2C the Superintendent may recommend discipline short of expulsion on a case-by-case basis.

Under Section 1317.2F all school districts shall report all incidents involving possession of a weapon to:

- 1) Local Law Enforcement Officials
- 2) The Pennsylvania Department of Education

HIGH SCHOOL CONSEQUENCES FOR MISBEHAVIOR

I. Inappropriate School Behavior

1st Offense - 1 Detention

2nd Offense - 2 Detentions

Subsequent Offenses - will be considered as unacceptable behavior as listed in Section II/E.

II. Unacceptable Behavior

- A. Disruption of the educational process
- B. Disrespectful behavior toward an employee
- C. Continuous inappropriate behavior

D. Internet Violations

E. Cutting/Skipping Class

A-E:	1st Offense	1 day in-school suspension
	2nd Offense	2 days in-school suspension
	3rd Offense	3 days out-of-school suspension and/or 1 Saturday session
	4th Offense	5 days out-of-school suspension, an informal hearing with the principal and/or 2 Saturday sessions.

Continued Non-Attendance of Assigned Saturday School will result in any/all of the following:

A. 1st Offense - The assigned time to Saturday School will double for each Saturday School day missed.

B. 2nd Offense - 3 days out-of-school suspension

C. Alternative School placement if deemed appropriate by administration.

D. Expulsion

Subsequent Offenses - Up to 10 days out-of-school suspension, an informal hearing with the principal, and up to 3 Saturday sessions.

When multiple suspensions have not resulted in the desired change in behavior the case will be referred to the Superintendent. The Superintendent may choose to conduct a formal hearing with the school board or their designated hearing officer for expulsion.

III. Criminal Misconduct

A. Harassment

B. Criminal Mischief

C. Disorderly Conduct

D. Theft by Unlawful Taking or Disposition

E. Receiving Stolen Property

F. Terroristic Threat

G. Terroristic Act

A-G. Each Offense -may result in immediate out of school suspension of up to 10 days and up to 3 Saturday sessions. With each offense an informal hearing with the principal and/or an informal hearing with the Superintendent and/or a formal hearing with the School board or their designated hearing officer for expulsion will be conducted. In addition to the school's disciplinary action a criminal complaint may be filled with the magistrate.

H. Institutional Vandalism (payment for damages will be sought).

I. Use or possession of Drugs/Alcohol/Tobacco and/or Look-alike substances.

J. Use or possession of Weapons/Fire Arms/any device that could be used as an instrument to injure.

K. Disorderly conduct toward staff member(s).

H-K: Each offense - may result in immediate out-of-school suspension of up to 10 days and up to 3 Saturday sessions. With each offense an informal hearing with the principal, and/or an informal hearing with the Superintendent, and/or a formal hearing with the School Board or their designated hearing officer for expulsion will be conducted. In addition to the school disciplinary action a criminal complaint may be filed with the magistrate. Criminal complaints will be filed for second offenses. Violations for use of or possession of tobacco may, for the first offense, have out-of-school suspension time and/or Saturday School sessions suspended pending the student's completion of a district approved tobacco cessation program. Such an on-hold procedure would have to be agreed upon by the principal, parent and student.

IV. Any other violation of Federal, State, or Local Law may result in 10 days out-of-school suspension, 3 Saturday sessions, and the possibility of a criminal complaint being filed, and an informal or formal hearing will be conducted that could lead to expulsion from school.

MIDDLE SCHOOL CONSEQUENCES FOR MISBEHAVIOR

I. Cutting Class

- A. A half-day Saturday session will be assigned for cutting/skipping one class period.**
- B. A full Saturday session will be assigned for cutting/skipping more than one class period.**

II. Continued Non-Attendance of Assigned Saturday School will result in any/all of the following:

- A. 1st Offense - The assigned time to Saturday School will double for each Saturday School day missed.**
- B. 2nd Offense - Any days not attended will become unlawful days absent.**
- C. Alternative School placement if deemed appropriate by administration.**
- D. Expulsion**

III. Inappropriate School Behavior

1st Offense - 1 Detention

2nd Offense - 2 Detentions

Subsequent Offenses - will be considered as continuous inappropriate behavior as listed in Section IV letter C.

IV. Unacceptable Behavior

- A. Disruption of the educational process**
- B. Disrespectful behavior toward an employee**
- C. Continuous inappropriate behavior**
- D. Internet Violations**

- A-D: 1st Offense - 1 day in-school suspension**
2nd Offense - 1 day out-of-school suspension
3rd Offense - 3 days out-of-school suspension and
1 Saturday session
4th Offense - 5 days out-of-school suspension, an informal hearing
with the principal and/or 2 Saturday sessions.

Subsequent Offenses - Up to 10 days out-of-school suspension, an informal hearing with the principal, and up to 3 Saturday sessions. When multiple suspensions have not resulted in the desired change in behavior the case will be referred to the Superintendent. The Superintendent may choose to conduct a formal hearing with the School Board or their designated hearing officer for expulsion.

***These offenses are considered as violations of the Crime Code of PA. In addition to the school disciplinary action, a criminal complaint may be filed by the Administration.**

- V. Incidents that jeopardize the health, safety or welfare of students, staff or school.**
- A. Institutional Vandalism (payment for damages will be sought).**
 - B. Use or possession of Drugs/Alcohol/Tobacco and/or Look-alike substances.**
 - C. Use or possession of Weapons/Fire Arms/any device that may be used as an instrument to injure.**
 - D. Disorderly conduct toward staff member(s).**
 - E. Terroristic Threat**
 - F. Terroristic Act**
 - G. Criminal Mischief**
 - H. Disorderly Conduct**
 - I. Harassment**
 - J. Theft by Unlawful Taking or Disposition**
 - K. Receiving Stolen Property**

A-K: Each Offense may result in immediate out-of-school suspension of up to 10 days and up to 3 Saturday sessions. With each offense resulting in a suspension in excess of three days, an informal hearing with the principal, and/or an informal hearing with the Superintendent, and/or a formal hearing with the School Board or their designated hearing officer for expulsion will be conducted. In addition to the school disciplinary action a criminal complaint may be filed with the magistrate. Violations for use of or possession of tobacco may, for the first offense, have out-of-school suspension time and/or Saturday School sessions suspended pending the student's completion of a district approved tobacco cessation program. Such an on-hold procedure would have to be agreed upon by the principal, parent and student. Likewise, violations for use or possession of Drugs and/or Look-alike substances may, for the first offense, have Saturday School sessions suspended pending the student and parent's participation in the community sponsored "Reality Tour" held monthly at the Bedford jail. Such an on-hold procedure would have to be agreed upon by the principal, parent and student.

VIII. Any other violation of Federal, State, or Local Law may result in 10 days out-of-school suspension, 3 Saturday sessions, and the possibility of a criminal complaint being filed, and an informal or formal hearing will be conducted that could lead to expulsion from school.

CONSEQUENCES FOR EXCEPTIONAL STUDENT(S)

- A. Prior to a change in placement the IEP team shall consider whether the actual or anticipated behavior is attributed to the student's disability.**
- B. In making this determination, the IEP team shall rely on previous behavior and the likelihood of the occurrence or reoccurrence of behaviors that may require disciplinary action. Additionally, the IEP team must consider the student's disability relative to the behavior in question.**
- C. The following disciplinary exclusions are considered a change in educational placement:**
 - 1. Any disciplinary exclusion of an exceptional student for more than 10 consecutive school days or more than 15 cumulative school days in a school year is considered a change in educational placement.**

2. Any disciplinary exclusion of a student who is intellectually disabled is considered a change in educational placement.
- D. If a discipline problem with an eligible student is so immediate or severe that the student is a danger to his/herself or others, the student brings a weapon to school, utilizes an object as a weapon, knowingly possesses, sells, solicits or uses illegal drugs, a controlled substance at school or at a school function, the student may be removed to an alternative setting for up to 45 days.
- E. Unless otherwise specified in this chapter, the procedures outlined in Chapter 12 (relating to students) apply to exceptional students.

DESCRIPTION OF CONSEQUENCES

Detention at the secondary level (6-12) is a restriction from student activities over the lunch period/activity period or before or after school. Students will have an opportunity to eat the school lunch, but will lose socialization opportunities.

In-School Suspension at the secondary level (6-12) is a full day restriction from normal student movement and activities. Students will be assigned to an in-school suspension room for the entire official school day, where he/she is expected to complete assignments.

Out-of-School Suspension is a temporary exclusion from school, from one to ten (1 – 10) consecutive school days and an exclusion from participation in any school curricular or extra curricular activities on these dates. Students may not be on school property at any time on the dates of the suspension.

Saturday Sessions are supervised study time on Saturdays designed to provide students with the opportunity to make up school work missed during unnecessary absences. Saturday school is considered an extension of the regular school term. A full day will be 8:00 a.m. to 3:00 p.m. A half-day will be 8:00 a.m. to 11:30 a.m. All transportation to and from Saturday sessions, as well as bringing a packed lunch from home, is the responsibility of the student and/or his/her parent/guardian.

Board Probation The Board of Education may permit a student to return to school after a board hearing on probation status. While on probation a student may attend classes and is expected to maintain academic performance at a satisfactory level. A student on probation is not permitted to be on school property and is not permitted to participate in school activities other than as authorized by the board at the hearing.

The board will determine:

- A) The length of probation
- B) The hours permitted in school
- C) The transportation arrangements
- D) Any activities the student may attend/participate

If a student violates the probation arrangements, they are suspended out-of-school until another board hearing can be set.

Informal Hearings Shall be conducted by the principal or Superintendent for the purpose of informing the parent/guardian of the student's school behavior and to discuss ways by which future offenses can be avoided. Parent/guardian will be notified in writing as to the time, date and location of an informal hearing.

Formal Board Hearing Student(s) will be brought before a school board when the administration feels the student can no longer be controlled by the discipline code and/or the student's presence in school constitutes a threat to other student's education, health, safety or welfare. Student(s)/parent(s)/guardian(s) have the opportunity to seek and/or include legal council if they so desire at their own expense.

As a result of the hearing the board may:

- A) Re-admit the student to school upon the completion of the suspension.
- B) Re-admit the student to school upon completion of the suspension with the student placed on probation.
- C) Expel the student for 30 days with assignments.
- D) Expel the student for the balance of the school year with alternative instruction.
- E) Permanently expel the student. However, for students of compulsory attendance age, after 30 days if the parent/guardian does not find an alternative education the district will provide alternative instruction up to the age of 17.

Parents will be notified in writing as to the time, date and location of a formal hearing.

If the student/parent/guardian does not appear at the hearing, the procedure will continue in absentia.

If a student is expelled, the expulsion will appear on the student's permanent school record, indefinitely.

DISCIPLINE POLICY - GUIDELINES FOR ELEMENTARY STUDENT BEHAVIOR

Personal responsibility, honesty, self-control, appropriate behavior and an independent, cooperative nature are desirable goals of a student's behavior program.

A student, who grows and progresses through graduated and sequential levels of self-control, assumes greater degrees of personal responsibility. A student must consistently accept the consequences of his/her actions. A student who continually demonstrates honesty and respect toward others and the school will have a positive school experience.

The home and the school share the effort, work and responsibility for the above goals. When administrators, parents, and teachers work together (by communicating, mutual trust and respect, realistic expectations, patience and willingness to listen to others, etc.) not only does the student benefit, but also teachers, school, parent/guardian and community gain.

SCHOOL'S DISCIPLINE PROGRAM

The primary responsibility for maintaining good discipline with the school rests with the classroom teacher. Direct supervision, planned instruction and activities, solid management programs, communication and cooperation with fellow teachers, parent/guardian, and administration all work to instill a healthy atmosphere where instruction and social growth can be fostered.

In order to help those students, who display unaccepted behavior(s) and to treat fairly the majority of students who have progressed and developed consistent with their age, the following regulations and rules are established.

School Rules

- R – Respect school and others
- U – Use proper manners
- L – Listen and follow directions
- E – Everyone be responsible
- S – Slow walk and soft talk

Minor Offenses

Offense	Person Involved	Corrective Action Options
1	Teacher and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair
2	Teacher, parent, and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair, parent contacted/possible meeting, non-corporal punishment

3	Teacher, parent, counselor, and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair, parent meeting, non-corporal punishment, behavior action plan
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Serious Offenses

- 1. Destruction of property**
- 2. Physically hurting others**
- 3. Stealing**
- 4. Swearing/obscene gestures**
- 5. Disrespect/defiant behavior (challenges adult authority, disrupts the educational process)**
- 6. Other offenses as deemed serious by the school administration**

Offense	Persons Involved	Corrective Action Options
1	Principal/Assistant Principal, Student, Parent notification	Counseling by Principal/Assistant Principal, parents notified, non-corporal punishment, behavior plan, repair, restitution, loss of field trip privileges (replaced with in-school activity) or suspension
2	Principal/Assistant Principal, Student, Parents	Counseling by Principal/Assistant Principal, parents notified, non-corporal punishment, behavior plan, repair, restitution, loss of field trip privileges (replaced with in-school activity), suspension, referral for psychological services, other School Board options

Failure to change the student's behavior after the above corrective actions for serious offenses may result in an informal hearing with the Principal/Assistant Principal, student and parent/guardian.

Violation of the Crime Code of PA

Incidents that jeopardize the health, safety or welfare of students/staff/school are offenses that may result in immediate school suspension of up to 10 days and an informal hearing with the Assistant Principal and/or Principal and/or a formal hearing with the School Board. These offenses are considered as violations of the Crime Code of PA. In addition to the school disciplinary action, a criminal complaint may be filed by the Administration.

1. Institutional vandalism (payment for damages will be sought)
2. Use or possession of drugs/alcohol/tobacco or look a likes
3. Use or possession of fire arms/weapons or any device that may be used as an instrument to injure. Act 26 of 1995 applies (see Student Rights and Responsibilities Handbook)
4. Aggressive and/or disrespectful behavior.

SCHOOL BUS POLICY

Kindergarten through Grade 12 Students

Students riding a school bus, whether riding to and from school or to and from an extra-curricular activity, are subject to the direction and control of the bus driver. Students are required to be at the bus stop prior to the arrival of the bus in the morning. The bus driver is not required to wait on late students. Students are asked to refrain from eating and drinking on the school bus. If you leave your seat while the bus is in motion, extend yourself partway outside the bus, throw objects, talk loudly, or otherwise distract the driver, you could cause a serious accident. By your actions, if you threaten the safety or welfare of other passengers, you will lose your riding privileges on the bus and you will, then, be legally liable for your own transportation to and from school. If, at the time, you do not attend school because you refuse to provide your own transportation, you will then be legally liable for violation of the attendance laws.

DISCIPLINE

I. Students can be assigned to detention, lose recess privileges, or other approved measures as outlined in this Students Rights and Responsibilities Handbook and/or lose bus riding privileges.

1. The following reasons are for disciplinary actions or loss of bus riding privileges:

- A. Smoking or chewing tobacco on the bus.
- B. Continuous disruption and/or unacceptable school bus behavior.
- C. If defacing, damaging, and/or destroying school property, the pupil and/or parent/guardian will be required to repair the damages, or replace the item(s) destroyed, and pay all cost involved. If the damage or destruction is extensive, charges may be brought.
- D. Failure to follow the directions of the school bus driver.
- E. Bringing projectiles, animals, or anything that creates a hazard on the bus.

II. These procedures will be followed:

One day loss of riding privileges

High School Students

1st Offense

One day loss of riding privileges
Middle School Students 2nd Offense

One day loss of riding privileges
Elementary School Students 3rd Offense

Three days loss of riding privileges Next Offense

Up to ten days loss of riding privileges Next Offense - Mandatory hearing
with principal and transportation
director

Total loss of riding privileges Subsequent Offense - Opportunity
to a hearing with the entire School
Board

TEN DAYS SUSPENSION FROM THE BUS

III. The following are ten days suspendable offenses that immediately move the student to the offense level that includes a mandatory hearing with the principal and transportation director to determine if riding privileges will be reinstated.

- A. Use, possession, under influence of drugs not specifically prescribed for the student, substance abuse drugs, look -alike substances, alcohol, steroids. Inappropriate use of over the counter medications or inhalers.
- B. Violence or aggressive behavior toward an employee or fellow passenger.
- C. Use or possession of illegal weapons or a device that can be used to endanger the the welfare of others.
- D. Throwing objects or projectiles inside or from the bus that endanger self or others.
- E. Unacceptable behavior as determined by the dean of students, and/or assistant principal, principal.

RIDING OTHER BUSES

You are not permitted to ride a bus other than the one you are normally assigned. Emergency exceptions are made only by the building principal.

SCHOOL BUS INCIDENT REPORT

**Bedford Area School District
330 East John Street
Bedford, PA 15522
814-623-4223**

Student's Name	Student's Address	Telephone Number	
School	Class/Grade	Date of Incident	
Bus Driver	Bus Number	Trip	AM PM

Dear Parents: The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District.

INFRACTION

- | | |
|--|---|
| <input type="checkbox"/> Improper Boarding Departing Procedures
<input type="checkbox"/> Bringing Articles Aboard Bus of Injurious or Objectionable Nature
<input type="checkbox"/> Failure to Remain Seated
<input type="checkbox"/> Refusing to Obey Driver
<input type="checkbox"/> Fighting/Pushing/Tripping
<input type="checkbox"/> Hanging Out of Window
<input type="checkbox"/> Throwing Objects In or Out of Bus | <input type="checkbox"/> Lighting Matches/Smoking On Bus
<input type="checkbox"/> Spitting/Littering
<input type="checkbox"/> Unnecessary Noise
<input type="checkbox"/> Tampering with Bus Equipment
<input type="checkbox"/> Rude, Discourteous and Annoying Conduct
<input type="checkbox"/> Destruction of Property
<input type="checkbox"/> Other Behavior Relating to Safety, Well-Being and Respect for Others |
|--|---|

SPECIFIC DETAILS:

☐ PREVIOUS WARNINGS ☐ REPORTED 1ST OFFENSE ☐ REPORTED 2ND OFFENSE ☐ REPORTED 3RD OFFENSE

DISCIPLINARY ACTION

Bus riding is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.

Authorized Signature	Title	Report Date
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Printed in U.S.A.

PARENT'S COPY - PART 1

BEDFORD AREA SCHOOL DISTRICT



OFFICE OF SUPERINTENDENT
Dr. Allen M. Sell

August 1, 2018

Dear Parent/Guardian:

As a parent of a student in the Bedford Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. No Child Left Behind federal law allows you to ask for certain information about your child's classroom teachers and requires the District to supply that information in a timely manner. Specifically, you have the right to ask for the following information about your child's classroom teachers:

- Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances.
- The teachers college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive additional information about any teachers or paraprofessional assistants who work with your child, please contact your school principal. Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

Sincerely,

Dr. Allen M. Sell
Superintendent

EDITED/ UPDATED

DELETED

ADDED

Bedford Elementary School
Student Handbook
2018-2019

3639 Business Route 220
Bedford, PA 15522

Phone 814-623-4221

Fax 814-623-3989



Bedford Elementary ...
Helping children be the BEST they can be
while building the foundation for life long learning.

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9	Homework
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17	Parking
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18	Awards
	Parties
	Fundraisers
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	Parent Observation
	ID cards
19-20	Educational Compact

Bedford Elementary Personnel List – TO BE UPDATED AS NEEDED

Name	Position	Extension	Email Address
Anderson, Mark	3 rd Grade	3013	andersonm@bedfordasd.org
Arnold, Amy	3 rd Grade	3139	arnolda@bedfordasd.org
Arnold, Kim	5 th Grade	3140	arnoldk@bedfordasd.org
Barkman, Matt	Physical Education	3171	barkmanm@bedfordasd.org
Beal, Walter	Lead Custodian	3015	bealw@bedfordasd.org
Berkey, Rodney	Kindergarten	3120	berkeyr@bedfordasd.org
Boland, Matthew	Life Skills Support	3119	bolandm@bedfordasd.org
Bolinger, Tammy	Cafeteria Head Cook	3162	bollingert@bedfordasd.org
Bortz, JoAnne	Counselor	3156	bortzj@bedfordasd.org
Campbell, Tracie	Kindergarten	3121	campbellt@bedfordasd.org
Clapper, Diana	Library	3035	clapperd@bedfordasd.org
Cottle, Donald	2 nd Grade	3129	cottled@bedfordasd.org
Crist, Kristy	Cafeteria	3162	
Crites, Sarah	Instructional Assistant	3408	critess@bedfordasd.org
Cumo, Evan	Instrumental	3174	cumoe@bedfordasd.org
Decker, Jennifer	5 th Grade	3144	deckerj@bedfordasd.org
Dibert, Mary	Principal's Secretary	3101	dibertm@bedfordasd.org
DiPasquale, Amy	Title I	3137	dipasqualea@bedfordasd.org
Downey, Willard	Custodian	3015	
Eberhart, Heather	4 th Grade	3005	eberharth@bedfordasd.org
Emerick, Paula	3 rd Grade	3151	emerickp@bedfordasd.org
Emerick, Timothy	Custodian	3015	
Eppley, Karen	Learning Support, K-2 nd Grade	3126	eppleyk@bedfordasd.org
Farnan, Lisa	1 st Grade	3131	farnanl@bedfordasd.org
Fox, Lori	Title I	3016	foxl@bedfordasd.org
Gadley, Sheila	MMS Secretary	3401	gadleys@bedfordasd.org
Garlock, Paula	Cafeteria	3162	
Gerber, Lisa	2 nd Grade	3127	gerberl@bedfordasd.org
Hagenbuch, Victoria	Cafeteria	3162	
Hays, Gregory	School Psychologist	3513	haysg@bedfordasd.org
Heit, Brenda	2 nd Grade	3028	heitb@bedfordasd.org
Hendrickson, Sharon	Cafeteria	3162	
Hershberger, Juleen	Cafeteria	3162	
Hershey, Leigh	2 nd Grade	3026	hersheyl@bedfordasd.org
Hillegass, Barbara	Kindergarten	3032	hillegassbf@bedfordasd.org
Hillegass, Lisa	Cafeteria	3162	
Hillenbrand, Jennifer	Music	3154	hillenbrandj@bedfordasd.org
Holler, Scott	5 th Grade	3145	hollers@bedfordasd.org
Huxta, Jessica	5 th Grade	3141	huxtaj@bedfordasd.org
Ickes, Dawn	4 th Grade	3003	ickesd@bedfordasd.org
Ickes, Tara	Instructional Assistant	3001	ickest@bedfordasd.org

Personnel List Continued...

Name	Position	Extension	Email Address
King, Bobbi	3 rd Grade	3150	kingb@bedfordasd.org
Koontz, Jackie	Cafeteria	3162	
Lafferty, Jennifer	4 th Grade	3006	laffertyj@bedfordasd.org
Lashley, Karen	Cafeteria	3162	
Learning Lamp	Pre-K	3134	
Leibfreid, Stephanie	4 th Grade	3008	leibfreids@bedfordasd.org
Livengood, Julie	School Nurse	3113	livengoodj@bedfordasd.org
Locke, Jerri	Custodian	3015	
Logsdon, Lauren	1st Grade	3132	logsdonl@bedfordasd.org
Lowery, Tina	Cook	3162	
Mallow, Shawn	Custodian	3015	
May, Brad	5 th Grade	3142	mayb@bedfordasd.org
May, Courtney	1 st Grade	3125	mayc@bedfordasd.org
May-Holberg, Amber	Kindergarten	3033	holberga@bedfordasd.org
McMullen, Alaina	Instructional Assistant	3126	mcmullena@bedfordasd.org
Miller, Lisa	Art	3158	millerl@bedfordasd.org
Montgomery, Theresa	5 th Grade	3143	montgomeryt@bedfordasd.org
Morningstar, Rachel	Emotional Support	3149	morningstarr@bedfordasd.org
Murphy, Carrie	Instructional Assistant	3135	murphyc@bedfordasd.org
Murphy, Elyse	Title I	3136	murphye@bedfordasd.org
Pencil, Jessica	Speech/Language Support	3404	penciljl@bedfordasd.org
Ramsey, Kathy	Cafeteria	3162	
Regos, Lindsay	4 th Grade	3004	regosl@bedfordasd.org
Schnably, Nanette	Instructional Assistant	3029	schnablyn@bedfordasd.org
Sellers, Beth	3 rd Grade	3014	sellersb@bedfordasd.org
Smith, Vincent	Instructional Assistant	3119	smithv@bedfordasd.org
Stahlman, Lisa	Learning Support, 3 rd - 5 th Grade	3001	stahlmanl@bedfordasd.org
Stevey, Katherine	Instructional Assistant	3119	steveyk@bedfordasd.org
Stoudnour, Karen	1 st Grade	3030	stoudnourk@bedfordasd.org
Straw, Holly	Hearing Support	3034	strawh@bedfordasd.org
Stubby, Pam	Custodian	3015	
Toner, Beth	Kindergarten	3019	tonerb@bedfordasd.org
Topper, Christy	Attendance Secretary	3402	topperc@bedfordasd.org
Trimeloni, Mike	Assistant Principal	3106	trimelonim@bedfordasd.org
Turkovich, Leslie	Principal	3107	turkovichl@bedfordasd.org
Waugerman, Bonnie	Kindergarten	3133	waugermanb@bedfordasd.org
Wertz, Linda	Instructional Assistant	3138	wertzl@bedfordasd.org
Weyant, Leigh Anne	4 th Grade	3007	weyantl@bedfordasd.org
Wiand, Vanessa	Learning Support, 3 rd - 5 th Grade	3138	wiandv@bedfordasd.org
Willison, Shelly	Instructional Assistant	3001	willisons@bedfordasd.org
Windows, Darcia	1 st Grade	3024	windowsd@bedfordasd.org
Wingard, Melissa	2 nd Grade	3029	wingardm@bedfordasd.org
Zimmerman, Terri	1 st Grade	3031	zimmermant@bedfordasd.org

BUILDING SCHEDULE

Teacher Arrival	7:30 AM
Student Arrival	7:45 – 8:20 AM
Breakfast	7:45 – 8:15 AM
(Gr 3-5 Grab-N-Go & Cafeteria)	
Tardy Bell	8:20 AM
Homeroom Bell/Pledge	8:25 AM
Instructional Time	8:25 AM – 2:50 PM
Student Dismissal Begins	2:50 PM
Teacher Dismissal	3:15 PM

Students should not arrive at the building before 7:45 AM to ensure supervision in the classrooms. All exterior doors will be locked at all times.

SCHOOL POLICIES

Attendance

Attendance in school is critically important to the learning process. Instructor, teacher guided learning, peer interaction, cooperative learning activities and self-expression are all valuable components of education. These can only be mastered through continuous and regular school attendance.

Compulsory attendance, as defined in 1326 of the Pennsylvania School Code, begins when a student enters school or at the age of 8 years until the age of 17. Please note: According to a 2013 Commonwealth Court ruling, any student who is younger than 8 and begins schooling will also be held to Pennsylvania Compulsory Attendance. During that time students must attend school regularly.

When students are absent from school, a written excuse signed by the parent/guardian must be submitted to the school office upon return or within three days. A failure to submit the excuse within three days will result in the days being deemed unlawful absent.

Absences will be considered legal absences if the excuse is for one of the following reasons:

- 1) Illness
- 2) Death in the Family
- 3) Religious Holiday
- 4) Quarantine
- 5) Impassable Roads
- 6) Suspension
- 7) Educational Trips and Tours
- 8) Required Court Appearances
- 9) Recovery from Accident
- 10) Other Urgent Family Reasons (Approved by the Principal)

Attendance cont.

ELEMENTARY STUDENTS (Kindergarten through Grade 5):

After 10 days of parental excused absences, parents will be advised that all subsequent absences after the 10th day of absence must be accompanied by a physician's excuse or the absence will be considered unlawful.

Illegal absences will be considered Unlawful when a student is of compulsory attendance age. A first offense violation of compulsory attendance law will be issued by the Principal after the third unlawful day of absence is accrued. A second offense violation of compulsory attendance law will be filed with the magistrate for each day beginning with the fourth unlawful day of absence. Unlawful 2nd offense notices will be filed with the magistrate. Second and subsequent offences resulting in a violation of the compulsory attendance law will be filed with the magistrate at the end of each week in which the violation occurred.

½ Day Absences:

Students who attend school for only ½ the day will be considered absent the other half and an excuse will be necessary.

If a student arrives at school one hour (9:25 AM) or later after the official starting time he/she will be considered absent ½ day for the AM session and will be required to submit an excuse.

If a student leaves during the AM for an approved appointment he/she must return one hour (1:50 PM) before the official dismissal time or he/she will be considered absent ½ day for the PM session.

Tardy:

Students arriving in the office after 8:25 AM will be considered tardy. If a student is tardy on 5 occasions, he/she will be marked absent for ½ (one-half day) illegal absence upon the 5th occurrence.

APPOINTMENTS DURING SCHOOL HOURS

When possible, please attempt to make your child's appointments for after school hours. If your child does have an appointment during the school day, a note should be sent with the child in the morning stating the time and purpose for the appointment.

Please report to the office to sign a permission slip when withdrawing your child and returning him/her to school. If time is remaining in the school day, a physician's/dentist's excuse should be forwarded to the office. Students are expected to return to school after appointments,

Dress Code

The Bedford Area School District Dress Code expressly states that clothing worn by students must not disrupt the educational process. If a child is not appropriately dressed, the parent or guardian will be required to bring proper clothing to school.

Short shorts, biker shorts, spandex pants, tank tops, spaghetti straps, and fishnet shirts are not permitted for 3rd thru 5th grade students. Shirts with unsuitable slogans are not permitted. Midriffs must be covered.

Practical shoes should be worn for hall and playground safety. **No flip-flops allowed** for safety reasons, only sandals with a back strap may be worn. If wearing dress shoes to school, please bring tennis shoes along for recess and/or physical education class.

For identification of misplaced clothing, your child's name should be on all outdoor clothing such as boots, gloves, hats, and coats.

Students are not permitted to wear hats and/or skating shoes in the building. Seasonal hats may be worn (Santa hats, bunny ears) the week of the holiday break. If the seasonal hat is a distraction in the classroom, it may be asked to be removed during class time.

Dress appropriately for the weather; layers make adjusting to weather changes possible (sweater, shirts, and jackets). Learning is best achieved when the student is comfortable.

Educational Trip Policy

Students will be permitted to be legally absent from school for educational trips for a total of 5 school days per year, with his/her parent/guardian, provided the parent/guardian comply with the following conditions:

- 1) An EDUCATIONAL TRIP FORM will be completed and returned to the office of the child's school prior to the trip.
- 2) The Principal or Assistant Principal will indicate whether or not that trip is approved.

- 3) The trip will be at the expense of the parent(s) or guardian(s).
- 4) Failure to gain prior approval for the educational trip will result in the issuance of ILLEGAL ABSENCES for those days absent.

If the pupil takes an approved educational trip, he/she is required to make-up the work missed, is responsible for making arrangements with the teacher for such make-up work, and is not to be penalized for his/her absence. EDUCATIONAL TRIP FORMS can be obtained from the elementary office or printed from the school's webpage.

Cell Phones and Other Electronic Devices

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

Student Tech Devices and Accessibility- See Student Rights and Responsibilities 2018-2019 Handbook

Title IX District Policy- See Student Rights and Responsibilities 2018-2019 Handbook

The ESL (English as a Second Language) Program - See Student Rights and Responsibilities 2018-2019 Handbook

Family Educational Rights and Privacy Act - See Student Rights and Responsibilities 2018-2019 Handbook

HEALTH CARE SERVICES

Illness During the School Day

When a child becomes ill or injured during school hours, certain procedures are followed. The nurse will be contacted and/or the student will be sent to her for an evaluation of the illness or injury. In the case of an emergency, the person(s) indicated on the emergency record form will be contacted.

Medication At School

The school nurse or designee will administer all medications to students at school. For proper dispensing of medication to your child, please include the following:

1. All medication must be delivered to the school by the parent in the original prescription bottle with the name of the student on the bottle.

2. Medication Policy Form has to be completed before any medicines (prescription or non-prescription) will be given by the school nurse or designee. This does not include on hand medicines kept in the nurse's room (i.e. Tylenol, cough drops, etc.).
3. Parents must come to school to give medication to their child until a Medication Policy Form is signed.
4. Parents are asked to notify the nurse to ensure food allergies are communicated with the school

Wellness Checks

- | | |
|-----------------|---|
| K | physical, height/weight, vision, hearing, dental, TB (not mandated but available) |
| 1 st | physical (new entries), height/weight, vision, hearing |
| 2 nd | height/weight, vision, hearing |
| 3 rd | height/weight, vision, hearing, dental |
| 4 th | height/weight, vision |
| 5 th | height/weight, vision |



BUS TRANSPORTATION

Transportation in the Bedford Area School District is provided to transport students to and from school. Parents are encouraged to use the school bus transportation.

Each child must ride only his or her assigned bus. A child is **NOT** permitted to ride a different bus to visit a friend, attend a party, etc. However, if you experience an emergency and need the district to place your child on a different bus for a day, a written request must be sent to the school office upon arrival of the student at school in the morning. This request should include a phone number where you can be reached if needed, reason for the different bus requested, and location of the stop. After everything is in place, a bus pass will be issued to the child, which must be given to the driver of the alternate bus.

*** DUE TO A CONCERN FOR STUDENT SAFETY, STUDENTS WILL NOT BE REDIRECTED TO ALTERNATE BUSES OR AFTER SCHOOL ACTIVITIES AFTER 1:30 PM. ***

Due to the amount of buses arriving and departing Bedford Elementary, the buses will have priority and will be dismissed first.

School Bus Policy – See Student Rights and Responsibilities **2018-2019** Handbook

STUDENTS TRANSPORTED TO SCHOOL BY PRIVATE VEHICLES

Students who are transported to school by private vehicles are to be dropped off during bus hours (7:45 AM- 8:20 AM) in the designated commuting student area on School Street. This side entrance is for dropping your child off, if you wish to walk your child to the doors, please use the upper parking lot and the front entrance.

After 8:20 AM, students must be dropped off at the visitor's entrance.

STUDENTS TO BE TRANSPORTED FROM SCHOOL BY PRIVATE VEHICLES AT THE END OF THE SCHOOL DAY

Beginning at 2:00 PM, private vehicles are to park in the side parking lots and will wait until the buses leave before their child is dismissed. Parents should report to the office if your appointment is before the regular dismissal time.

If a child must be picked up by the parent at the end of the day due to an appointment or other reasons, a written request must be received upon the child's arrival at school.

LGI Pickup: Parents will report to the designated pick-up points from the exterior doors. The doors will be opened at 3:00 PM. Pickup points: LGI for grades PreK, K-1, Gym area for grades 2-3 and Cafeteria area for grades 4-5.

GRADING POLICY – REPORT CARD POLICY

The school district's report card will periodically report to the parents the progress and status of their child as he/she relates to the curriculum and expectations of the school. Report cards are issued every nine weeks.

The following definitions are established for the information recorded on the report cards and on the student's cumulative folder.

A (100-93)
B (92-83)
C (82-73)
D (72-65)
F (64-0)

P = Proficient
I = Incomplete
* = Adapted

N = Needs Improvement
E = Excused



HOMEWORK – GOOD STUDY HABITS

PLEASE NOTE! Students who are unable to attend school because of illness, injury, etc., and desire their homework, should contact their teacher by telephone or e-mail to make arrangements for the homework. The homework may be picked up in the visitor's office. can access assignments through Schoology. Students/parents can also contact their teacher by telephone, email, or dojo if additional materials or clarification is needed.

HOMEWORK is an important part of your child's education. Encourage him/her to fulfill this responsibility.

To assist with schoolwork:

- **Provide a specific time and place for your child to study. Provide materials needed – crayons, pencils, and glue.
- **Show an interest by checking over your child's daily schoolwork.
- **Provide a book-bag for your child to use daily.



CAFETERIA

School Breakfast and Lunch Programs

We have a breakfast program to benefit all of our students. Nationwide studies show students who eat breakfast are able to do better in school. The breakfast price is \$1.20. Students approved for reduced meals will receive breakfast at the approved rate of \$.30.

There will be **NO** breakfast served on delayed (snow, ice, etc.) school days.

For Grades 3-5, there is a Grab-N-Go Breakfast option. Student may choose items to take to their classroom or outside to eat. This allows students to have breakfast and not miss morning recess time.

Lunches for students will be \$2.15 per day. Reduced lunches are \$.40 per day. Adult lunches will be \$3.30, which includes a beverage. Children carrying lunches may purchase milk for \$.75 and/or 8 oz. bottled water for \$.40.

All checks returned to the Food Service Department by the bank for Non-Sufficient Funds 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 there is no response is made, a second notice will be sent by certified mail. In the event there is still no response after the certified mail, the check will be turned over to the District Justice for collection District's collection agency.

Please put breakfast/lunch money in an envelope marked with the child's name, date, amount, teacher's name and room number. This money will be deposited on a regular basis in the student's cafeteria account. Mylunchmoney.com is available for parents interested in an online account. Deposits may also be made using the online payment portal. Please call the Food Service office at 814-623-4255 for more information.

Parents wishing to eat lunch with their child will purchase an adult lunch ticket in the office. **Due to the hectic schedule, we ask that you avoid eating lunch with your child the first 2 weeks and the last 2 weeks of school.** The lunch schedule is as follows: K – 11:15 am, 1st – 11:50 am; 2nd – 12:25 pm, 3rd – 11:30 am, 4th – 12:05 pm, 5th – 12:45 pm. Lunch times may be adjusted as needed due to school activities and early dismissals. Please avoid eating on these days.

Due to security issues, no back packs or purses are allowed in the cafeteria. After having lunch with your child, we ask that you **do not accompany** them into the LGI or to their classroom.

EMERGENCY PROCEDURES

In case of a fire or bomb threat emergency, your child will be evacuated in an orderly fashion from designated exits.

In weather related emergencies, the Bedford County Emergency Management System's procedures will be followed. Please do not call the school. The school phone lines must be open to contact emergency personnel. Listen to local radio and television stations for possible early dismissals.

Bullying Policy

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the order operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

Consequences For Violations:

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

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

All Areas

The student will:

1. Walk on sidewalk to and from playground; not actively play on the sidewalk
2. Keep hands to him/her self
3. Not bring toys/equipment from home (except with prior teacher approval)
4. Stop and look at teacher after one whistle
5. Line up facing forward and discontinue play in a quiet manner after two whistles
6. Not lift other children

Blacktop

The student will:

1. Not kick any balls on the blacktop areas
2. Not play with footballs on the blacktop area
3. Play safely only in designated areas (upper blacktop)
4. Not do gymnastics (such as cartwheels) on the blacktop area
5. Receive permission to get balls that go off of the blacktop area
6. Not go beyond the fire hydrant in the upper loop (south end) of the upper blacktop area

**Grass Field**

The student will:

1. Play football (no tackle), kickball, soccer, and softball in the field area
2. Receive permission to get balls that go off of the designated play area

Intermediate Equipment

1. Follow arrows
2. Feet first on slides
3. No blocking way
4. One at a time
5. No tag or balls
6. No hide and seek
7. No running
8. Do not look back up chute
9. Pulley ride is over and back (No pushing or pulling)
10. Do not dig in or throw mulch
11. Do not sit on top of bars
12. Hands on bars at all times
13. No running or jumping on chains

Primary Equipment

1. One at a time on slides, feet first
2. No running on equipment or in area
3. No pushing or pulling on the pulley ride (start on parking lot side)
4. No jumping on slides
5. Sit on spiral pole going down
6. No digging in or throwing mulch

Bedford Elementary School

Behavior Rules and Expectations

	Be Safe	Be Ready	Be Kind
Classroom	<ul style="list-style-type: none"> *Hands and feet to yourself *Never leave room without teacher knowing *Use materials correctly *4 legs of chair on floor/feet on the floor 	<ul style="list-style-type: none"> *Have materials and supplies ready *Follow directions (1st time they are given) *Eyes on speaker *Ears listening *Voices off 	<ul style="list-style-type: none"> *Support classmates' efforts *Use appropriate words, tone, and volume *Follow classroom rules *Treat school materials with care
Recess	<ul style="list-style-type: none"> *Use equipment appropriately *Stay in designated areas *Don't touch mulch, sticks, and rocks *Follow the rules *Stop-Look-Listen at 1 whistle 	<ul style="list-style-type: none"> *Line up at the bell (2 whistle reminder if needed), quiet at signal. *Gather equipment/games (clean-up) *Enter/exit the building quietly 	<ul style="list-style-type: none"> *Invite others to join *Include all who want to play *Take turns *Use appropriate language *Play fair *Follow game rules
Bus	<ul style="list-style-type: none"> *Stay seated, facing forward *Don't throw objects *Enter/exit appropriately *Wait safely at the bus stop *Watch for traffic 	<ul style="list-style-type: none"> *Know your bus stop *Hand driver your bus pass *Remember all of your belongings 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Listen to the bus driver's instructions *Use quiet calm voices *Be nice to others *Keep bus clean

Hallway	<ul style="list-style-type: none"> *Stay to the right *Walk in a straight line *Eyes forward *Go directly to and from your destination *One step at a time on stairs *No more than one hand on the rail 	<ul style="list-style-type: none"> *Hats off *Voices off/No conversations *Pay attention 	<ul style="list-style-type: none"> *Hands and feet to yourself and off the walls *Be respectful of other classrooms' learning *Yield to others *Keep hallway clean
Bathroom	<ul style="list-style-type: none"> *No playing *Report any problems to your teacher *Wash and dry hands *Walk *Use the closest bathroom 	<ul style="list-style-type: none"> *Return to your classroom or line promptly *Wait your turn *No materials taken to the bathroom (lunches, pencils, pens, phones, etc.) 	<ul style="list-style-type: none"> *Hands and feet to yourself and off the walls *Clean up after yourself *Use a 10 inch voice *Allow others to have privacy *Do not misuse the bathroom
Cafeteria & LGI	<ul style="list-style-type: none"> *Hands and feet to yourself *Walk with two hands on tray *Stay seated, facing table *Sit 2 by 2 under your class sign in LGI 	<ul style="list-style-type: none"> *Get all your lunch items while in line *Lunch card ready and know # *Pay and go (no waiting) *Go directly to your table, no passing *Start eating immediately *Walk directly and quietly to the LGI *Wait quietly in LGI 	<ul style="list-style-type: none"> *Use 10 in voice *Use your polite words (please, thank you, excuse me) *Keep table and floor clean *No eating or drinking in the LGI, lunch boxes stay closed

Arrival & Dismissal	<ul style="list-style-type: none"> *Go directly to assigned bus/classroom/ breakfast *Do not return into building without adult permission *Walk on sidewalk, staying to right of the yellow line 	<ul style="list-style-type: none"> *Have all materials and lunch boxes packed and ready *Electronics in bookbags until seated on the bus *Know your bus number and location *Be on time for arrival and dismissal 	<ul style="list-style-type: none"> *Voices quiet *Help others, if needed *Yield to others *Hands and feet to yourself
Computer Labs & Technology Use	<ul style="list-style-type: none"> *Adult supervision or permission is required *Use manners with others *Only approved websites *No food or drink 	<ul style="list-style-type: none"> *Clean up at the signal *Follow directions and stay on task *Bring necessary materials 	<ul style="list-style-type: none"> *Leave area and screen as you found it *Use 10 in voice *Treat all equipment with respect *Hands and feet to yourself
Fire Drills	<ul style="list-style-type: none"> *Stay calm *Walk in a straight line *Voices off *Last person turn off lights and shut the door *Face away from the building 	<ul style="list-style-type: none"> *Know the exit plan *Stop and line up quickly *Find the nearest teacher when alone 	<ul style="list-style-type: none"> *Listen and follow teacher directions *Hands and feet to yourself
Assemblies	<ul style="list-style-type: none"> *Stay seated *use the enter/exit procedures 	<ul style="list-style-type: none"> *Eyes on speaker *Hands and feet still *Ears listening *Voices off 	<ul style="list-style-type: none"> *Clap appropriately *Wait patiently *Ask appropriate questions *Hands and feet to yourself

UPDATED INFORMATION

Please inform the school of any changes in name, address or telephone number.

DISCIPLINE POLICY - GUIDELINES **FOR ELEMENTARY STUDENT BEHAVIOR**

Personal responsibility, honesty, self-control, appropriate behavior and an independent, cooperative nature are desirable goals of a student's behavior program.

A student, who grows and progresses through graduated and sequential levels of self-control, assumes greater degrees of personal responsibility. A student must consistently accept the consequences of his/her actions. A student who continually demonstrates honesty and respect toward others and the school will have a positive school experience.

The home and the school share the effort, work and responsibility for the above goals. When administrators, parents, and teachers work together (by communicating, mutual trust and respect, realistic expectations, patience and willingness to listen to others, etc.) not only does the student benefit, but also teachers, school, parent/guardian and community gain.

SCHOOL'S DISCIPLINE PROGRAM

The primary responsibility for maintaining good discipline with the school rests with the classroom teacher. Direct supervision, planned instruction and activities, solid management programs, communication and cooperation with fellow teachers, parent/guardian, and administration all work to instill a healthy atmosphere where instruction and social growth can be fostered.

In order to help those students, who display unaccepted behavior(s) and to treat fairly the majority of students who have progressed and developed consistent with their age, the following regulations and rules are established. Additionally, the IEP team must consider a student's disability relative to the behavior in question.

School POSTIVE BEHAVIOR RULES

R – Respect school and others
U – Use proper manners
L – Listen and follow directions
E – Everyone be responsible
S – Slow walk and soft talk

BE SAFE

BE READY

BE KIND

Offense	Person Involved	Corrective Action Options
1	Teacher and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair
2	Teacher, parent, and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair, parent contacted/possible meeting, non-corporal punishment
3	Teacher, parent, counselor, and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair, parent meeting, non-corporal punishment, behavior action plan

Serious Offenses

1. Destruction of property
2. Physically hurting others
3. Stealing
4. Swearing/obscene gestures
5. Disrespect/defiant behavior (challenges adult authority, disrupts the educational process)
6. Other offenses as deemed serious by the school administration

Offense	Persons Involved	Corrective Action Options
1	Principal/Assistant Principal, Student, Parent notification	Counseling by Principal/Assistant Principal, parents notified, non-corporal punishment, behavior plan, repair, restitution, loss of field trip privileges (replaced with in-school activity) or suspension
2	Principal/Assistant Principal, Student, Parents	Counseling by Principal/Assistant Principal, parents notified, non-corporal punishment, behavior plan, repair, restitution, loss of field trip privileges (replaced with in-school activity), suspension, referral for psychological services, other School Board options

Failure to change the student's behavior after the preceding corrective actions for serious offenses may result in an informal hearing with the Principal/Assistant Principal, student and parent/guardian.

Violation of the Crime Code of PA

Incidents that jeopardize the health, safety or welfare of students/staff/school are offenses that may result in immediate school suspension of up to 10 days and an informal hearing with the Assistant Principal and/or Principal and/or a formal hearing with the School Board. In addition to the school disciplinary action, a criminal complaint may be filed with the magistrate

1. Institutional vandalism (payment for damages will be sought)
2. Use or possession of drugs/alcohol/tobacco or look-a-likes
3. Use or possession of fire arms/weapons or any device that may be used as an instrument to injure. Act 26 of 1995 applies (see Student Rights and Responsibilities Handbook)
4. Aggressive and/or disrespectful behavior.

DEFINITIONS

*An ***offense*** is an infraction of any rule, or a behavior that a teacher would consider inappropriate/malicious/chronic/or serious in nature or fact.

****Behavior Plan*** – an individualized effort established between a teacher, student and parent/guardian (can also include Principal/Assistant Principal/Head Teacher or Counselor) to correct and/or change the behavior of a student or small group of students.

****Non-corporal punishment*** can include, but not be limited to temporary loss of recess/assembly privileges/honorary duties/field trips, suspension, etc.

CUSTODY PAPERS

If you possess custody papers for your child(ren), a current copy must be on file in the office to avoid confusion concerning parental custody.

PARKING

Individuals needing to park and enter the school should park their vehicle in the parking areas. **No vehicles are to be parked in the yellow fire lane during school hours.**

SUPPORT SERVICES

The Bedford Elementary School provides a variety of services to help children be successful. Many of these services have guidelines for eligibility. The screening for these services will be initiated as needed throughout the year.

The following Support Services are available.

Speech/Language	Psychological Evaluation
Reading Support	Learning Support
Hearing/Vision Impairment	Emotional Support
Physical/Occupational Therapy	Gifted Support
Instructional Support	Life Skills Support
Guidance	

LIBRARY BOOK POLICY/SCHOOL BOOK POLICY

Students are responsible for their library books. Books not returned at the end of the year must be paid for before a student's report card will be released.

CONFERENCES – PARENT/TEACHER

The elementary parent/teacher conference provides parents with an opportunity to meet their child(ren)'s teacher and discuss each child's growth and development. During parent conferences, parents receive their child's report card and have an opportunity to discuss their child's progress with the teacher.

FIELD TRIPS

During the school year, each grade undertakes a major field trip to enhance the school curriculum. These trips are a privilege and are funded through the school's yearly fundraiser. More information will be available to parents closer to the time of each grade level's designated field trip.

Field Trips and Extra Curricular Activities – See Student Rights and Responsibilities 2018-2019 Handbook

AWARDS/PARTIES/FUND-RAISERS/ COMMUNITY SERVICE PROJECT/PARENT VOLUNTEERS

Awards -



Grade

- | | |
|-------|---|
| K – 5 | <ul style="list-style-type: none"> *Pins for final A/O averages in all major subjects *Certificates for final A/O average in a major subject *Book-It Program - Pizza Hut *Most Improved Student Award - Bedford Alumni Assoc. *Perfect Attendance Certificate-perfect attendance every day, no appointments |
| 5 | *Presidential Academic Awards |
| 5 | *Sonya Hafer – Citizenship Award |
| 5 | *Art Award – Superintendent, Principal |
| 5 | *Band Award |
| 5 | Social Studies – Modern Woodman of the World |

Parties – Homemade snacks are NOT permitted due to multiple food allergies. School wide parties/activities will be held for Character Day, Christmas, Valentine's Day and Easter. Treats will be provided by the school. (Please do not send any additional treats for these parties.)

Birthday parties may be celebrated with store purchased treats provided by parents. Due to limited teaching time, treats should be individually wrapped and easily brought to school by the child in the morning. Distribution will take place before dismissal.

Fund-Raisers –An annual fund-raiser will be held to support elementary enrichment activities.

Parent Volunteers – Volunteers are an essential and welcome part of our school community. District requirements are according to policy.

Parent visits to observe their child in the classroom –Policy 904

Student I.D. Cards – Students will receive one free I.D. card at the beginning of the school year. The fee for a lost or ruined card will be \$1.00. All ID cards must be printed or provided by the Bedford Elementary Office.

An **Educational Compact** is a voluntary agreement between the home and school. The agreement lists goals, expectations and shared responsibilities of schools and parents as equal partners for your child's learning.

Teacher Pledge

The Bedford Elementary faculty understands the importance of the school experience to every student and their role as teachers and models. Therefore, they agree to carry out the following responsibilities to the best of their ability:

- ❖ Treat each child with dignity and respect.
- ❖ Communicate with parents regarding their children's progress.
- ❖ Strive to address the individual needs of each student.
- ❖ Provide a safe, positive and healthy learning environment for all children.
- ❖ Strive to ensure that every child becomes a better reader.

Student Pledge

Students need to realize that education is a very important gift. It helps individuals to develop tools to become happy and productive citizens. Students need to know that they are responsible for their own success and that it is important to work hard to achieve good grades. Therefore, students need to agree to carry out the following responsibilities to the best of their ability:

- ❖ Arrive at school on time every day unless they are ill.
- ❖ Return completed homework on time.
- ❖ Develop a positive attitude about school.
- ❖ Be a cooperative learner and follow instructions and directions.
- ❖ Ask teachers or parents for help when needed.

Parent Pledge

Parents know the importance of working cooperatively with the school. It is important to understand that participation in their children's education will help their achievement and attitude. Therefore, Bedford Elementary's parents agree to carry out the following responsibilities to the best of their ability:

- ❖ Treat each child with dignity and provide a quiet place for children to study.
- ❖ Encourage children to complete their homework.
- ❖ Send children to school regularly, on time, well fed and well rested.
- ❖ Attend school functions and conferences.
- ❖ Read with their children and let their children see them read.

Educational Compact

Title I School Wide Program

Bedford Elementary

An **Educational Compact** is a voluntary agreement between the home and school. The agreement lists goals, expectations and shared responsibilities of schools and parents as equal partners for your child's learning.

School

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum –
 - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents on their children's progress;
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents.

Parent

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

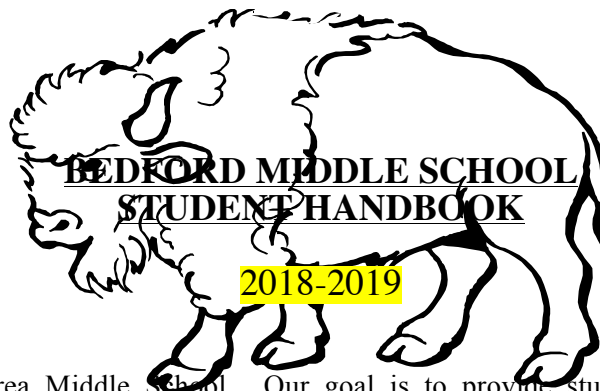
- Volunteering in the school with various volunteering opportunities
- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis

- Attend school functions and conference
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

Student

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that is neat and reflects the student's best effort
- Be respectful to all school members and to school property



Welcome to Bedford Area Middle School. Our goal is to provide students with a wide array of opportunities and experiences in an effort to provide for social, intellectual, and emotional growth. The following information will help make the reader familiar with the building and procedures used in the day-to-day operation of the school. Please read the manual carefully for it contains the answers to most of the questions and concerns we expect that you might wish to ask. For further questions, please feel free to stop in the school office, we will do our best to answer them or we will direct you to where you can get an answer. The middle school faculty and administration will do everything we can to provide students with a quality education and a successful school year.

I. DAILY PROCEDURES

1. Open Doors

Students who wish to eat breakfast may enter the building at 7:45 AM. Halls and classrooms will open for general student traffic at 8:00 AM. Those students who ride a bus to school should exit the bus in front of the middle school and come directly into the school. All students should enter the building through the front doors, report to his/her locker to pick up materials for morning classes, and then report to first period class. A warning bell will ring at 8:12 AM reminding students that they should be in their first period class or on their way there. At 8:15 AM a bell will ring to start first period class.

All outside entrance doors to the building will be locked shortly after the students arrive in an effort to safely secure the building. If you come to the building during the school day, you must use the far left entrance door in the group of doors at the main entrance to enter the building. Once there, someone will greet you and allow you to enter the office to secure a pass.

2. Opening Exercises

The flag salute and reading of the daily bulletin for the days school activities will take place during first period class. If a student chooses not to participate in the flag salute, he/she will stand in respectful silence and his/her guardian will be notified of the refusal in writing.

If a class or school organization wishes to have an announcement made, the written announcement should be submitted on the form available to the office on the day before it is to be published and read.

3. Change of Classes

Students will have three minutes to change classes. Movement through the halls should be orderly with everyone staying to the right. Hallway discussions are to be quiet enough so as not to disturb nearby classes. There is never to be any running, shoving, or pushing in the hallways.

4. Dismissal

School will dismiss at approximately 3:07 P.M. daily. All students are to exit the front doors of the building at the end of the day. Students walking home should be careful around the automobile and bus traffic. All students without special permission and coach or teacher supervision must leave the building at dismissal.

5. Master Bell Schedule

7:45	-		Cafeteria Open for Breakfast	
7:55	-		Halls Open for Students	
8:12	-		Warning Bell	
8:15	-	9:00	Period 1 - Attendance/Announcements	
9:03	-	9:43	Period 2	
9:46	-	10:26	Period 3	
10:29	-	11:09	Period 4	
<hr/>				
11:09	-	11:39	Lunch	
11:39	-	12:19	Period 5	SIXTH GRADE
12:22	-	1:02	Period 6	
<hr/>				
11:12	-	11:52	Period 5	
11:52	-	12:22	Lunch	SEVENTH GRADE
12:22	-	1:02	Period 6	
<hr/>				
11:12	-	11:52	Period 5	
11:55	-	12:35	Period 6	EIGHTH GRADE
12:35	-	1:05	Lunch	
<hr/>				
1:05	-	1:45	Period 7	
1:48	-	2:28	Period 8	
2:31	-	3:06	Period 9	ANNOUNCEMENTS

II. GENERAL INFORMATION

1. Accidents

If a student is injured in any way during the school day, including the bus ride to and from school, they should notify the general office immediately and medical attention will be given.

2. Advisory/Technology Period

Students will be scheduled one period each day to meet with their teacher advisor or work on assignments for other classes. This time could also be used for character education, library visitation, remedial tutoring, and various other activities.

3. Assembly Programs

Assembly programs will be held periodically at Bedford Middle School. Students are reminded that there are various types of assembly programs. Some require enthusiastic behavior while others, such as concerts, require a more refined atmosphere. The number of assembly programs will depend on the students' ability to conduct themselves appropriately.

4. Athletics

Bedford Middle School maintains a Junior High Interscholastic athletic program. Most games, matches, and practices will be held at the middle school while some practices and games may be held at the high school. Most junior high athletes will practice immediately after school. The sports available for this year will be as follow:

BOYS - Football, Wrestling, Basketball, Baseball, Track, Cross Country, Soccer

GIRLS - Volleyball, Basketball, Softball, Track, Cross Country, Soccer

The PIAA junior high athletic programs are for students in grade 7, 8 and 9 while an Intramural Program through Parks & Recreation is available for 6th graders and 7th graders not assigned to participate at the junior high level.

5. Attendance

Attendance in school is critically important to the learning process. Teacher comments, peer interaction, cooperative learning activities and self-expression are all valuable components of education. These can only be mastered through continuous and regular school attendance.

Compulsory attendance as defined in 1326 of the Pennsylvania School Code begins when a student enters school or at the age of 8 years until the age of 17. Please note according to a 2013 Commonwealth Court ruling, any student who is younger than 8 and begins schooling will also be held to Pennsylvania Compulsory Attendance. During that time students must attend school regularly.

When students are absent from school, a written excuse signed by the parent/guardian must be submitted to the school office upon return or within three days. A failure to submit the excuse within three days will result in the days being deemed illegally absent.

Absences will be considered legal absences if the excuse is for one of the following reasons:

- 1) Illness
- 2) Death in the Family
- 3) Religious Holiday
- 4) Quarantine
- 5) Impassable Roads
- 6) Suspension
- 7) Educational Trips and Tours
- 8) Required Court Appearances
- 9) Recovery from Accident
- 10) Other Urgent Family Reasons (Approved by the Principal)

Students are responsible for making up all work missed during their absence. It is the responsibility of the student to make arrangements for making up the work missed within three days of their return to school. If a student's absence extends beyond three days, the school office will get homework assignments and have them available in the office for someone to pick up if requested by the parent or guardian.

No students are permitted to leave the school during the school day without permission granted from the general office.

ATTENDANCE POLICY FOR STUDENTS UNDER 15 YEARS OLD: After 10 days of absences, which are not excused by a doctor, parents will be advised that all subsequent absences after the 10th day of absence must be accompanied by a physician's excuse or the absence will be considered unlawful.

Illegal absences will be considered Unlawful when a student is of compulsory attendance age. Within 10 school days of the third unlawful day of absence, the school will notify parents or guardians in writing that the student is truant. This notice will include a description of the consequences if the student becomes habitually truant. If the student continues to be truant after the written notice is issued, the school must offer in writing a school attendance improvement conference to discuss and attempt to improve attendance.

If the student becomes habitually truant, 6 or more unlawful days, the school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

ATTENDANCE POLICY FOR STUDENTS 15 AND OLDER: After 10 days of absences, which are not excused by a doctor, parents will be advised that all subsequent absences after the 10th day of absence must be accompanied by a physician's excuse or the absence will be considered illegal.

Absences will be considered Illegal Absences if they are not for any of the legal reasons or are beyond the 10th day for secondary students without a physician's excuse or if an excuse is not submitted upon his/her return to school or within three days.

Illegal absences will be considered Unlawful when a student is of compulsory attendance age. Within 10 school days of the third unlawful day of absence, the school will notify parents or guardians in writing that the student is truant. This notice will include a description of the consequences if the student becomes habitually truant. If the student continues to be truant after the written notice is issued, the school must offer in writing a school attendance improvement conference to discuss and attempt to

improve attendance.

If the student becomes habitually truant, 6 or more unlawful days, the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

Appointments Students who have appointments during the school day must submit a request signed by the parent/guardian to the office for permission to leave the building. Requests must be submitted and approved prior to the student being permitted to leave. Students are expected to return to school after appointments, if time is remaining in the school day.

Excuses for absence, tardiness and appointments must be signed by the student's parent or legal guardian, regardless of the student's age, unless the student has been formally declared an emancipated minor through legal action.

Half Day Absences

A student that arrives at school more than one hour after the start of school, or leaves more than one hour before the end of school, will be considered absent for 1/2 day and must provide an excuse for the absence. If a student fails to provide a written excuse after returning to school, those days missed will be considered unlawful at the end of the third day. Excuses should be turned into the office. The school will make an attempt to remind students who have not provided an excuse by the third day following an absence. However, in every case, it is the responsibility of the student and parent to attend to the writing of the excuse. Reminding students is a courtesy on the part of the school and should not be considered the responsibility of the school.

Tardy for School

Part of every student's responsibility is to be at school on time. Unfortunately circumstances do arise that cause us all to be late. We at the school understand this; however, there must be limitations. No disciplinary action will be taken until a student is tardy for school (not in class at the beginning of first period) for the third time during the year. The following sanctions will be imposed based upon the frequency of a student's tardiness to school.

After 3rd tardy per school year: 1 detention

After 6th tardy per school year: 2 detentions

After 9th tardy per school year: 3 detentions & ½ day unlawful absence from school

After every 3 subsequent tardies per school year: 1 day in-school suspension & ½ day unlawful absence from school

Tardy for Class

Being on time is an important habit to develop. Along with three minutes to change classes comes the responsibility for students to arrive to classes on time. For those students who are continually late to class, the following disciplinary actions will be imposed.

5-9 tardies to class after previous social: Exclusion from ½ of the next social or 2 lunch detentions (if already excluded from the social for other infractions).

10 or more tardies after previous social: Exclusion from the entire next social or 4 lunch detentions (if already excluded from the social for other infractions).

Continual disregard of the above consequences may result in further disciplinary actions.

6. Awards

Awards for academic excellence, athletics, cheerleading, and personal accomplishments will be issued at an Awards Assembly or some other celebratory gathering.

7. Band

The Bedford Middle School provides instrumental instruction to students in the 6th, 7th and 8th grade during the school day. Those students progressing adequately present a Christmas and Spring Concert. Students are expected to provide instruments and supplies like reeds, valve oil and drum sticks; however, the school will furnish some of the more expensive instruments.

8. Cafeteria

Students have been guaranteed certain rights by the student's rights and responsibilities policy; however, with these rights must go certain responsibilities. One of these is the obligation each student has to act in a responsible manner in the school cafeteria. Each student has the right and privilege to a breakfast/lunch period where he or she can relax and enjoy his/her meal. Irresponsible behavior such as throwing food or pushing and shoving infringes upon the rights of those trying to enjoy their meal. Students who cannot assume their responsibilities may lose their privilege of eating in the dining area as part of the student body. They will eat their meals in a designated area of the cafeteria. If this still does not result in appropriate behavior, students will be excluded from the dining area. Students are reminded that if someone at the table is causing a problem, it is their responsibility to report that student to the supervisor or be prepared to be penalized as part of the disruptive group.

Students who wish to make any purchases in the cafeteria must use their student I.D. number. If a student ~~is on the free meal program, and~~ wishes to purchase ala carte items, that student must make a deposit into his or her account. Deposits should be made into students' accounts from ~~7:55~~ (7:45) AM to 8:13 AM any morning in the cafeteria. ~~These deposits can be in any amount.~~ This shortens the time students will have to stand in the meal line. Students arriving at school late may make deposits during their lunch shift. All money given to the cashier during the lunchtime will be deposited into the students account. no change will be given while waiting in the lunch line. Deposits may also be made using the online payment portal. Please call the Food Service office at 814-623-4235 for more information.

All checks returned to the Food Service Department by the bank for non-sufficient funds will be charged a \$20 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 in 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 Justice for collection.~~ (District's collection agency)

Refunds from student meal accounts will be made only when a student withdraws from the district, upon graduation, or written request from the parent or guardian. A signature is required upon receipt of any refunds. All other student account balances will remain in their account for use the following school term.

9. Chorus

Chorus classes at Bedford Middle School are available to all 6th, 7th & 8th grade students who have a sincere interest and a desire to sing. These students will participate in an evening Christmas and Spring Concert.

10. Conflict Resolution Program

Students who encounter a problem with another student, or who feel there is a need for the administration to be aware of a problem in our school, are encouraged to complete a conflict resolution form in the office. The goal of this program is to assist students in solving issues before they escalate into major problems.

11. Field Trips

Students participating on field trips should remember that they are representing Bedford Middle School. All school rules and regulations must be adhered to while on the trip. Students should follow the instructions 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 privilege to attend a field trip may be denied by the 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.

- School related activities requiring district-owned or contracted buses and vehicles to transport students must be approved by the principal and superintendent.
- Teachers, coaches, and/or chaperons are to accompany students on all school-sponsored trips and activities.
- The number of chaperons and/or teachers accompanying the students will be a minimum of 1 adult for every 15 students.

12. Fire Alarm

A sign will be posted in each room indicating the proper way to exit the building from that location. When the alarm sounds, follow the directions of the teachers and leave the building in an orderly manner. Students should remain with their group after leaving the school so they can be accounted for by the teacher. State mandates require a practice alarm be conducted every month. If the fire alarm sounds during class change, or during lunch, students should evacuate the building using the nearest exit. Once outside they are to report to their homeroom teacher at designated locations.

13. Guidance

Guidance services are available for every student in the school. This service includes help in scheduling of classes, occupational and career information and help with classroom study problems. Also, the counselor will try to help with social and family concerns if students feel the need to talk with someone. Remember, your counselor can be very helpful, don't hesitate to make an appointment.

14. Hazing / Bullying Policy

Hazing and Bullying will not be tolerated in the Bedford Area School District. Any student involved with hazing or bullying at school or as part of an extra-curricular activity will be dealt with as having violated sections of the Student Rights and Responsibilities Handbook. The violation will be considered harassment and appropriate charges may be filed. School disciplinary action will be taken which might include removal of the perpetrator(s) eligibility to participate in extra-curricular activities by the principal.

15. Honor Roll

Students will be named to the honor roll when all the grades issued for the grading period are A's, B's, C's, and A's and P's and the grade point average is 3.0 or greater. A special certificate will be issued to all students achieving the final grade honor roll.

16. Grades/Report Cards

The subject teacher will determine grades. Students that work hard, do their homework, and are prepared for each day's classes will not have to worry about grades; they will take care of themselves. Report cards at Bedford Middle School will be issued at the end of each grading period. Academic core subjects will receive an A, B, C, D, or F and/or percentage grade while exploratory subjects (Music, Art, Industrial Technology, Family Consumer Science, Physical Education, and Health) an O, S or U grade. Students who have not been able to complete their work by the end of the grading period due to extenuating circumstances will be issued an "I" (incomplete) grade. This work must be completed by the end of the next grading period or the "I" is changed to a failing grade. In the case where the "I" occurs at the end of the year the work must be made up within two (2) weeks.

The grading scales are as follows:

93% - 100%	A Superior	A Advanced
83% - 92%	B Above Average, Good	P Proficient
73% - 82%	C Average	N Needs Improvement
65% - 72%	D Below Average, Poor	I Incomplete
Below 65%	F Failing	

17. Promotion Procedures

Any student who fails two (2) academic core subjects for the year may be retained in that grade.

18. Library

Our Library is a modern educational facility designed to benefit all students. It is an area of the building set aside for research, exploration, and personal enrichment. Students must respect the equipment and reading materials and preserve an atmosphere appropriate for learning.

19. Lockers

Students will be assigned a locker that becomes their responsibility. The locker should be kept neat and orderly to protect both the books and the locking mechanism. It is advisable for students to only use their lockers sparingly to avoid being tardy to class. In any case, the locker is owned by Bedford Area School District and not the private property of the student to whom it is assigned. It is recommended that items of value such as personal electronic devices not be brought to school.

All book bags, backpacks, etc. and coats are to be kept in the locker during the school day. These items are not permitted in the classroom and are not permitted to be carried through the hallways during the day.

20. Lost and Found

The lost and found department is located in the cafeteria. All items in lost and found must be claimed by the last day of each month or they will be discarded.

21. Medication

The school nurse may not dispense medication to a student without the consent of the parent. Since many students require medication that must be taken during the day, parents are asked to send the necessary amount with dispensing instructions to the school nurse. All medication must be registered with the nurse. Students are not permitted to take medication under any other procedures without prior arrangements between the parents and the school nurse or principal.

22. Cell Phones and Other Electronic Devices

Students are not permitted to use cell phones or any other personally owned electronic devices during school hours except with permission of the principal. If these items are used during school hours, they will be confiscated. Disciplinary action may be taken under the heading of “Unacceptable Behavior”.

23. Schedule Changes

All requests for schedule changes will be handled through the guidance office and must be approved by the principal.

24. Roller Blading, Skate Boarding, Etc.

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

25. Socials

A social in the Middle School consists of a variety of activities being available. The gymnasiums, library, cafeteria and LGIA will be open for various activities. A Middle School Social is not at all like a high school dance, but instead, a variety of activities to involve all students. Only current Bedford Middle School students are permitted to attend these socials unless the principal grants permission in advance. Students that have been suspended in or out of school or assigned Saturday school because of disciplinary infractions will not be permitted to attend the next scheduled social.

Parents are responsible for transporting students to and from socials when they occur outside of school time. During an evening social, students are required to sign in when they enter the building and may not return once they leave. The school will not be responsible for students who do not enter or once they have left the building. The school maintains the right to immediately contact parents of students who they know have left the social before the end time.

26. Visitors

All visitors must report to the general office immediately upon entering the building. A visitor’s pass will be issued at the main office and must be displayed when in the building. Students are not permitted to bring a non-school friend for the day without clearance through the principal's office in advance.

27. Student Dress

Students are expected to dress in an appropriate manner for school. Hats, bandanas, tank-tops, and mid-drift shirts are not permitted. Shorts should be of appropriate length (finger- tip) and under garments should never be visible. All piercings, make- up, and hair coloring should be kept to a moderate level as to not distract from the educational process. Flip- flops are permitted but are not to be worn during gym classes due to safety concerns.

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: _____