

Bedford Area School District



Student Rights and Responsibilities 2023-2024 Handbook

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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.

"Safe2Say Something" (S2SS) ANONYMOUS REPORTING SYSTEM

Always remember if it's an emergency call 911!

The S2SS program is mandated under PA State Law-Act 44. The program offers students a tool to anonymously report individuals who may be a threat to themselves or others.

Please know you can either contact the School Principal to talk and share your concerns or use the Safe2Say Something program. Ultimately, the information will be shared with school administration even if you choose the Safe2Say Something program.

Ways to Submit Tips

- Via mobile app (found on apple and android stores)
- Call 24/7 hotline to the crisis center at 844-saf2say (844-723-2729)
- Use the Safe2Say website at www.safe2sayPA.org

Tips can be sent 24/7/365 When you use the app, phone or website.

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. Please refer to Board Policy 204 for additional information about attendance.

Compulsory attendance as defined in 1326 of the Pennsylvania School Code begins when a student enters school or at the age of 6 years until the age of 18. 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 as well as circumstances related to homelessness, foster care and other forms of educational instability. (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.

ENROLLMENT

Parents and/or guardians can enroll their child(ren) at the school building that aligns with the student's age and/or grade level. The district will require proof of the student's age, residence, immunization, and additional school district forms during the enrollment process. Enrollment should take less than five days. When the student is experiencing homelessness, foster care and other forms of educational instability, the student will be enrolled immediately and the district will work with the parents and/or guardians to collect the required paperwork. For students who wish to attend the district via tuition or non-resident affidavit, please contact the assistant superintendent's office for additional information about the desired process. Please refer to Board Policy 200 for additional information about enrollment.

SPECIAL EDUCATION

The Bedford Area School District endeavors to support all students who attend the district. To achieve this mission, the district offers a diverse curriculum and multi-level of supports. One such support is special education. If you believe your child requires additional support to include special education, please discuss your concerns with the building administration. If you believe your child should be evaluated by the district, you can request an evaluation by contacting the building administration and/or the district's special education office. The evaluation and all district special education services are at no cost to the parent or guardian. Please refer to Board Policy 113 for additional information.

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 or Inappropriate Behavior," depending on the nature of the offense. Additionally, Board Policy 237 prohibits use of electronic devices in locker rooms, bathrooms, health suites, and other changing areas at any time.

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.

LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS

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, Language Instruction Educational Program for English Learners 2018. 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. Additionally, please note English Learners cannot be retained in a grade based on their lack of English proficiency. 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 |
| -Address | athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency |
| -Photograph | institution attended |
| -Date and place of birth | -Dates of attendance |

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.

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. The school district will give consideration to students’ extenuating circumstances when evaluating student dress, as per policy 221.

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.

POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE

AUTO-INJECTORS

In accordance with Board Policy 210.1, the district stocks epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Additionally, Policy 210.1 sets forth the guidelines for students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law. If you have any questions regarding this policy, please contact your school nurse.

HOMELESS, FOSTER CARE, AND OTHER FORMS OF EDUCATIONAL INSTABILITY

The Bedford Area School District avers to support students and families who may experience homelessness, foster care, and other forms of educational instability. 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. Additionally, if you are a foster care parent, please notify your guidance counselor during the enrollment process. Moreover, if you are experiencing another form of educational instability and want to inquire about ways the district could support you, please contact your guidance counselor. In turn, your guidance counselor will work with the district's homeless liaison and assistant superintendent to coordinate services to help support you and your family during this period of homelessness, foster care and/or other form of educational instability. Please refer to Board Policy 251 for additional information.

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 in educational institutions receiving Federal financial assistance. In accordance with Board Policy 103, the Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Bedford Area School District has designated Mr. Bret Smith, athletic director, as the coordinator for Title IX. Mr. Smith's office is located at Bedford High School. He may be reached at (814) 623-4250 for any complaints and/or questions. A grievance procedure was approved by the Board of Education at the March 16, 2021 Board Meeting. An individual grievance will begin with a student reporting a complaint of harassment, orally or in writing to the building principal or a designated employee. Next, Mr. Smith shall inform the student of his/her rights including supportive measures, and of the complaint process in accordance with Board Policy 103 Attachment 3 Title IX. Please See Policy #103 Discrimination/Title IX Sexual Harassment Affecting Students and Policy #248 Unlawful Harassment as well as all supporting attachments to these policies for a complete description of the Title IX procedures in the Bedford Area School District Board Policy located on the District website at <https://go.boarddocs.com/pa/bedf/Board.nsf/Public#>.

STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT

As per state law, any student who is convicted or adjudicated of sexual assault upon another student enrolled in this district is required to notify the building principal or assistant principal of the conviction or adjudication no later than seventy-two (72) hours after the conviction/adjudication. Additionally, no convicted or adjudicated student may attend the same school as the victim. The Building Administration will offer the appropriate education as required by state law and Board Policy 218.3.

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.

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).

DISTRICT THREAT ASSESSMENT TEAM

In accordance with the Pennsylvania School Code 24-1302.E and Board Policy 236.1, the Bedford Area School District established a threat assessment team committed to protecting the health, safety, and welfare of students and the school community and to provide resources and support to address

identified student needs. The members of the threat assessment team receive specialized training in assessing and responding to threats. The members of the team consist of all school building principals and assistant principals, school resource officer, director of the Laurel Life program and assistant superintendent. All members of the school community including students, teachers, all employees and community members should report any potential threatening behaviors immediately to a member of the threat assessment to initiate the threat assessment process. If you have any questions regarding the threat assessment process, please contact your building administration.

STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the rights of students to express themselves within appropriate limits and balanced with the district's responsibility to maintain a safe and orderly school environment and protect the rights of all members of the school community. Board Policy 220 provides details regarding student expression and dissemination of material. Additionally, Board Policy 220 provides specific guidelines regarding student expression that occurs on-school property, or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources. The Bedford Area School District advises students and parents who have questions about student expression and its limitation to review Policy 220. In summary, student expression cannot lead to the disruption of the safe and orderly school environment, violate laws, be inappropriate, advocate for substances which could cause harm to students, and interfere with the rights of other students. Again, given the complexity of student expression, the district advises all members of the school community to review Board Policy 220 and/or contact school district administration for additional information when necessary.

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. Additionally, in accordance with Board Policy 218 students may be subject to district discipline during the school day, at all district sponsored events including while traveling to and from those events, and other times and places when the student's behavior meets certain criteria outlined by the policy. It is important for students to know their behavior during and after school could potentially lead to discipline depending on the nature of the behavior. For example, if a student commits an act of school vandalism at a staff member's house because of the staff member's status as a teacher, the student will be subject to school discipline. While the line between school and out-of school activities may be unclear, any behaviors connected to the school district could result in school discipline if there is a substantial connection between the behavior and the school district.

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.
- 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 5 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, vaping devices or paraphernalia, 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.

- 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 18.

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 initialed 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
<div style="display: flex; justify-content: space-between;"> Printed in U.S.A. PARENT'S COPY - PART 1 </div>		

BEDFORD AREA SCHOOL DISTRICT



OFFICE OF SUPERINTENDENT
Dr. Paul Ruhlman

August 1, 2023

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. ESSA 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 teacher's 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,

Paul Ruhlman

Dr. Paul Ruhlman
Superintendent