



BENTWORTH MIDDLE SCHOOL

Together We Make The Difference



A NATIONAL & STATE LEVEL SCHOOLS TO WATCH PROGRAM—2016, 2019, 2022, and 2025

***Recognized as one of the “Best Public Middle Schools” by US News and World Reports—2022, 2024, and 2025**

Welcome to the 2026-2027 school year at Bentworth Middle School! Each day we work diligently to give our young adolescents a challenging and engaging educational experience. We have high expectations for **ALL** of our students, and we want all of them to excel and reach their fullest potential! We embrace the middle school philosophy, and we strive to meet the needs of this unique age group. Our educational program is designed to be developmentally responsive to students at the middle level. In addition, we align our curriculum and instructional practices with the Pennsylvania Academic Standards and the Pennsylvania Core Standards.

We are a student-centered school, and we want our families and community members to be involved in the education of our children. Please visit our website to stay informed and to learn more about our school. Bentworth Middle School is a wonderful place for young adolescents to learn and prepare for a bright future!

Respectfully,

Kurt Mahan

Kurt Mahan
Principal

***This handbook is intended to be a general summary of school and district guidelines, expectations, regulations, procedures, and practices.** It is not intended to be all inclusive and is subject to change without notice. Any questions concerning this handbook should be directed to the building principal.

School Colors: *Black and Gold*

Mascot: *Bearcat*

Alma Mater

*Hail to the Black and Gold, Our Banner we unfold, Our trust in thee is true, Faithful and loyal too.
Alma Mater, Alma Mater, May your glory ring, Hail Alma Mater, Songs of praise we sing.*

Our Mission Statement

To create an educational system that prepares all students for their futures

Our Positive Behavioral Interventions and Supports (PBIS) FOUR PILLARS—

***BE RESPECTFUL**

***BE ACCOUNTABLE**

***BE SAFE**

***BE GREAT**

Board of School Directors

Mr. Alexander Bonazzoli
Mr. Steven Stowinsky
Mrs. Mackenzie Earlywine

Mrs. Holly Dranzo
Mrs. Betty Bellicini
Mr. John Petrisek

Mrs. Kathy Franks
Mr. John Marchesak
Ms. Judy Lohr

Administration

Superintendent of Schools

Mr. Scott Martin

Director of Pupil Services

Mr. Robert Nizioł

Principal

Dr. Kurt Mahan

Phone Number: 724-239-4431

Fax: 724-239-5889

COMPLIANCE STATEMENT

It is the policy of the District not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policy as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

For information regarding services, programs, and facilities that are accessible to and usable by handicapped persons or for inquiries regarding compliance with the above nondiscriminatory policies, please contact the following office:

Office of the Superintendent

Mr. Scott Martin
Bentworth School District
150 Bearcat Drive
Bentleyville, Pennsylvania, 15314

Telephone: 724.239.2861 ext. 3268, Fax: 724.239.2865, or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20260

District Office Telephone and Email Directory		
Mr. Scott Martin, Superintendent	3268	martins97@bentworth.k12.pa.us
Mr. Bob Niziol, Director of Pupil Services	3269	rniziol@bentworth.k12.pa.us
Ms. Julie Keener, Business Manager	3267	jkeener@bentworth.k12.pa.us
Mrs. Jill Pernell, Bookkeeper	3423	jpernell@bentworth.k12.pa.us
Mrs. Geri Ballein, Secretary	3272	gballein@bentworth.k12.pa.us
Mrs. Brenda Wineland , Food Services Director	3278	bwineland@bentworth.k12.pa.us
Mr. Matt Multunas, Technology Coordinator	3284	mmultunas@bentworth.k12.pa.us
Mr. Jeff Seely, Police Officer	1263	jseeley@bentworth.k12.pa.us
Mr. Keith Pali, Police Officer	2263	kpalli@bentworth.k12.pa.us
Mr. Ken Gorby, Director of Building and Grounds	3266	kgorby@bentworth.k12.pa.us

THE BENTWORTH SCHOOL DISTRICT COMPREHENSIVE PLAN

The Bentworth School District Comprehensive Plan was developed by conducting a district wide systems analysis of all available data to better create an understanding of the needs of the school district. Each aspect of the plan required a careful evaluation from each respective division of the school district (elementary, middle, and high schools).

Committee assignments were determined in accordance with guidance specified from the Pennsylvania Department of Education. The Bentworth School District maintains a close working relationship with all stakeholders. The input of parents/guardians provides guidance for on-going planning for district initiatives. The planning committee meeting was held in the Summer of 2022 to arrive at consensus regarding the final structure of the plan. A new comprehensive plan was completed and implemented during the 2022-2023 school year.

You may **DOWNLOAD** a complete copy of the Comprehensive Plan from our website once.

SCHOOL BOARD POLICIES (Annual Notice)

All Bentworth School District policies can be found on our district website (www.bentworth.org) under the **District** tab. The following list of policies should be reviewed by all stakeholders annually. Please make sure to read the following policies carefully on our website:

(006) Meetings, (103) Nondiscrimination In School and Classroom Practices, (103.1) Nondiscrimination—Qualified Students with Disabilities, (104) Nondiscrimination In Employment and Contract Practices, (105.1) Review Of Instructional Materials By Parents/Guardians And Students, (108) Adoption of Textbooks, (113) Special Education, (114) Gifted Education, (123) Interscholastic Athletics, (127) Assessments, (138) Limited English Proficiency Program, (143) Standards for Persistently Dangerous Schools, (146) Student Services, (200) Enrollment of Students, (203) Immunizations and Communicable Diseases, (204) Attendance, (209) Health Examinations/Screenings, (210) Medications, (210.1) Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors, (211) Student Accident Insurance, (216) Student Records, (218) Student Discipline, (218.1) Weapons, (222 & 323) Tobacco and Vaping Products—Students and Employees, (226)

Searches, (235) Student Rights and Responsibilities/Surveys, (236.1) Threat Assessment, (237) Electronic Devices, (246) Student Wellness, (247) Hazing, (248 & 348) Unlawful Harassment—Students and Employees, (249) Bullying/Cyber-bullying, (250) Student Recruitment, (312) Performance Assessment of Superintendent/Assistant Superintendent, (324) Personnel Files, (604) Budget Adoption, (621) Local Taxpayer Bill of Rights, (705) Safety, (716) Integrated Pest Management, (805) Emergency Preparedness and Response, (806) Child Abuse, (808) Food Services, (810.2) Transportation—Video/Audio Recording, (904) Public Attendance At School Events, (906) Public Complaints, and (918) Title I Parent Involvement.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

***Mrs. Julie Bernini—Bentworth School District Homelessness Coordinator—724-239-4431 (Ext. 2242)**

Education for Children and Youth Experiencing Homelessness in Pennsylvania (ECYEH)

The Pennsylvania’s Education for Children and Youth Experiencing Homelessness (ECYEH) Program has evolved from the Education for Homeless Children and Youth Program that was established in 1988 by the Pennsylvania Department of Education (PDE).

The Education for Children and Youth Experiencing Homelessness (ECYEH) Program was authorized by Title VII, Subtitle B of the Stewart B. McKinney Homeless Assistance Act of 1987, and more recently under the 2001 No Child Left Behind Act. This was the first comprehensive federal law dealing with the problem of homelessness in America. Per the McKinney-Vento Act (*for full text, go to this United States Department of Education website at www2.ed.gov/policy/elsec/leg/esea02/pg116.html*),

Pennsylvania’s primary goal for its ECYEH Program is to educate local education agencies (LEA) and other entities who work with children, youth and families, on the rights of children and youth experiencing homelessness. They should also work collaboratively to eliminate barriers that may impede enrollment, attendance, or receipt of services that support academic success – including special student populations such as preschool-aged children experiencing homelessness, unaccompanied youth and out-of-school youth. The ECYEH Program provides support for activities or services that enable these children and youth to enroll, attend and succeed in school. The program is authorized to provide funds through the Pennsylvania Department of Education (PDE) to coordinate the enrollment and delivery of services for the educational success of children and youth experiencing homelessness.

One of the main goals of the ECYEH Program is to help each student experiencing homelessness have a school life that is as regular as possible.

The ECYEH Program informs local school districts of their responsibilities to children and youth experiencing homelessness, increases awareness about the needs of children experiencing homelessness, reveals and overcomes possible educational barriers, explains current legislation and policies, and provides practical tips for working with students experiencing homelessness.

Pennsylvania’s network of eight regional offices ensures that the educational needs of students experiencing homelessness are met.

The Stewart B. McKinney Homeless Assistance Act, passed in the late 1980s, was the first comprehensive federal law dealing with the problems of homelessness in America. The 2001 No Child Left Behind Act initiated the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. This Act was revised per the Every Student Succeeds Act (ESSA) of 2015.

Visit the **PDE's Homeless Education web page** for additional information.

For additional information, see the ECYEH Pennsylvania's Education for Children and Youth Experiencing Homeless Program - <https://homeless.center-school.org/>

Purpose

Bentworth School District is to provide school personnel with information and procedures to ensure the effective implementation of the McKinney-Vento Homeless Assistance Act. The McKinney-Vento Act is a federal law that ensures children and youth who do not have permanent housing are able to go to school. It gives children and youth rights to immediately enroll in school, get transportation to school-based activities, and succeed in school.

Residency Requirements

In most cases, a student's homelessness will be apparent during registration, i.e., residing at a homeless shelter or doubled-up with a relative or friend. School personnel should be alert and sensitive to the issue; however, Bentworth School District needs to identify and track its homeless student population according to federal guidelines. Children and youth who meet the criteria of being homeless, even if unaccompanied by a guardian, must be given full and equal access to an appropriate public education and ensured success in the educational program. The permanency and adequacy of the housing conditions will be considered when determining if a student is homeless.

The Homeless Liaison will make a determination of the student's homelessness based upon the following criteria:

1. Sharing the housing, doubled-up with other persons due to loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as primary nighttime residence.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.
9. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of homeless on December 10, 2016; the only exception to his removal is that "covered states" have until December 10, 2017 to remove "awaiting foster care placement" from their definition of homeless. **Foster Care is not considered Homeless**

*<https://nche.ed.gov/mckinney-vento-definition/>

Common Signs of Homelessness

Note: While these are considered common signs, please recognize that they only offer general guidance. There is significant variability within the school-age homeless population. Individual students may differ significantly from the following general characteristics.

Lack of Educational Continuity

- Attendance at many different schools
- Missing records needed to enroll
- Inability to pay fees
- Gaps in skill development
- Mistaken assessment of abilities
- Poor organizational skills
- Poor ability to conceptualize

Poor Health/Nutrition

- Missing immunizations & medical records
- Unmet medical & dental needs
- Respiratory problems
- Skin rashes
- Chronic hunger or food hoarding
- Fatigue (may fall asleep in class)

Transportation & Attendance Problems

- Erratic attendance and tardiness
- Numerous absences
- Lack of participation in afterschool activities
- Lack of participation in field trips
- Inability to contact parents

Poor Hygiene

- Lacking shower facilities/washers, etc.
- Wearing clothes several days
- Inconsistent grooming

Lack of Personal Space After School

- Consistent lack of preparation for school .
- Incomplete or missing homework
- Unable to complete special projects
- Lacking basic school supplies
- Loss of books and supplies on regular basis
- Elevated concern for safety of belongings

Social and Behavioral Concerns

- A marked change in behavior
- Poor/short attention span
- Poor self-esteem
- Extreme shyness
- Unwilling to form relationships with peers & teachers
- Difficulty socializing at recess or lunch periods
- Difficulty trusting people
- Aggression
- “Old” beyond years
- Overly protective of parents
- Clinging behavior
- Developmental delays
- Fear of abandonment
- School phobia (afraid to leave parent)
- Anxiety, especially late in the school day

Reactions or Statements by Parents, Guardians, or Students

- Exhibiting anger or embarrassment when asked about current address
- Avoidance of questions related to current address
- Statements about staying with grandparents, other relatives, friends, or in motels & campgrounds
- Statements such as: .
 - * “I don’t remember the name of the last school.”
 - * “We’ve been moving around a lot.”
 - * “Our address is new; I can’t remember it.”
 - * “We’re staying with relatives until we get settled.”
 - * “We’re going through a bad time right now.”

Common Signs of Homelessness Adapted from flyers developed by the Illinois & Pennsylvania Departments of Education. For more information on homeless education, visit the National Center for Homeless Education website at: nche.ed.gov

Liaison Responsibilities

Following are the homeless liaison requirements from Education for Homeless Children and Youths Program NonRegulatory Guidance, Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, July 27, 2016.

- **Identification of homeless children and youths.** Preschool-aged homeless children, including clarification that liaisons must ensure that these children and their families have access to and receive services, if eligible, under LEA-administered preschool programs, including Head Start, Part C of the Individuals with Disabilities Education Act (IDEA) (Early Intervention Program for Infants and Toddlers with Disabilities) and other preschool programs administered by the LEA
- **Collaboration and coordination with other service providers,** including public and private child welfare and social services agencies; law enforcement agencies; juvenile and family courts; agencies providing mental health services; domestic violence agencies; child care providers; runaway and homeless youth centers; providers of services and programs funded under the Runaway and

Homeless Youth Act; and providers of emergency, transitional, and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities

- **Professional development** and technical assistance at both the State and local levels
- **Removing enrollment barriers**, including barriers related to missed application or enrollment deadlines, fines, or fees; records required for enrollment, including immunization or other required health records, proof of residency, or other documentation or academic records, including documentation for credit transfer
- **School stability**, including the expansion of school of origin to include preschools and receiving schools and the provision of transportation until the end of the school year, even if a student becomes permanently housed
- **Privacy of student records**, including information about a homeless child or youth's living situation (the Family Educational Rights and Privacy Act/FERPA prohibits an LEA from disclosing personally identifiable information from students' education records without the consent of a parent or eligible student, unless an exception to FERPA's general consent rule applies – p. 7, A-6, of the U.S. Department of Education's Education for Homeless Children and Youths Program Non-Regulatory Guidance, July 27, 2016)
- The **dispute resolution** process
- Complete all form requirements for the state database at <https://egd.aiu3.net/ecyeh/Default.aspx#> and ensure veracity and efficacy of identified information.
- The liaison also acts as a **resource to school staff** to inform, facilitate and support appropriate services.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others, and to “say something” **BEFORE** it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system--tel:+1-844-723-2729
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

CHROMEBOOK INFORMATION

Summer Chromebook Retention and Return Procedure

In an effort to ensure continuity in education and provide ongoing access to digital learning resources, we have decided to implement a summer Chromebook retention procedure for students within our district.

We understand that this decision may raise questions, so we would like to provide some clarity on how this process will unfold:

1. **Chromebook Turn-In:** Students in 4th and senior grades will be required to turn in their Chromebooks and chargers at the end of the school year. Specific instructions regarding the turn-in process will be communicated directly by their respective schools.
2. **Summer Retention:** Students in K-3 grades Elementary Center will leave Chromebooks in their classroom mobile carts. Students at Middle School and High School in all grades except 12th will retain their Chromebooks over the summer months.
3. **Chromebook Issuance:** At the beginning of the new school year, students entering kindergarten will be issued new Chromebooks to use. Kindergarten Chromebooks will be distributed at orientation with parents along with their digital agreement and option to purchase \$25 insurance. All students will be given a digital agreement and insurance option form on the first day of school.
4. **Return Procedure:** Upon returning to school in the fall, all students who kept their Chromebooks over the summer must bring them back to school. They will be issued new forms for the option of insurance and their digital agreement for the 26-27 school year.

CHROMEBOOK INSURANCE

*\$25 per Chromebook - recommended, not required

*Replacement cost of a damaged or lost Chromebook (without insurance) is \$350.

*The insurance will cover damages, but it will not cover a lost Chromebook.

*The insurance fee (\$25) will cover damages once. Any additional damage after the insurance has been used will be the responsibility of the student.

*Replacement cost of a lost Chromebook Charger (with or without insurance) is \$20.

THIRD PARTY APPLICATIONS INTEGRATED WITH GOOGLE SERVICES AT BENTWORTH SCHOOL DISTRICT

In addition to the core suite of Google Apps for Education, we occasionally utilize third-party applications that complement and enhance our educational activities. These applications extend the functionality of Google services and offer unique opportunities for collaborative learning, creativity, and engagement in the classroom.

While we strive to select third-party apps that align with our educational goals and prioritize student privacy and security, it's important for you to be aware of their usage and understand how they may impact your child's digital learning experience. Therefore, we would like to provide you with some key information regarding our use of third-party Google apps:

Purpose: Each third-party app we integrate serves a specific educational purpose, such as interactive learning activities, digital storytelling, coding exercises, or subject-specific enrichment.

Approval Process: Before implementing any third-party app, we carefully evaluate its suitability for educational use, including its alignment with curriculum standards, appropriateness for student age groups, and adherence to data privacy regulations.

Privacy and Security: We prioritize student privacy and ensure that all third-party apps comply with relevant laws and regulations, such as the Children's Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA). These apps undergo thorough privacy assessments to safeguard student data and protect their personal information.

Parental Consent: Your child's participation in activities involving third-party apps may require parental consent. We will always notify you in advance and provide you with the necessary information to make an informed decision about your child's participation.

Transparency and Communication: We are committed to transparency regarding the use of third-party apps. We understand the importance of maintaining open lines of communication between school and home, especially when it comes to technology use. Your partnership and support are invaluable as we strive to create a safe, innovative, and inclusive learning environment for all our students. The following is a current list of apps in use in the Bentworth School District:

- *Flip
- *Quizlet
- *Boddle Learning
- *Scholastic Digital Manager
- *BrainPOP Jr.
- *Replit
- *ReadWorks
- *Adobe Express for Education
- *Adobe Express for Google Classroom
- *Adobe Acrobat
- *Adobe Identity Management
- *Adobe Express for Google Classroom
- *Google Drive add-on for Adobe Express
- *Adobe Express
- *Adobe
- *Prodigy Education
- *99math
- *Clever
- *Gopher for Chrome
- *Clever
- *Desmos
- *Pear Deck
- *Edpuzzle
- *Canva
- *Gimkit
- *Kahoot!
- *Boom Cards
- *Legends of Learning
- *Quizizz
- *Blooket

Please note, these applications are subject to change.

Chromebook Retention and Return Procedure

Kindergarten – Grade 2

- Students will use classroom Chromebook carts.
- Each classroom cart will have a master assignment sheet identifying which Chromebook is assigned to each student.
- Pre-filled device agreement forms will be sent home for parent/guardian signatures.
- Once assigned, students will use the same Chromebook for the entire school year.
- Chromebook damage and repair procedures will remain the same as the current process.
- Labeled chargers will remain with each cart for any approved situations where students need to take devices home.

Grade 3

- Each student will receive a new Chromebook.
- The Chromebook will remain assigned to the student throughout their enrollment at Bentworth School District.
- At the end of each school year, Grade 3 students will leave their Chromebooks at school for summer storage.

Grades 4–11

- Students will continue using their individually assigned Chromebooks.
- Students will take both their Chromebook and charger home during the summer.
- Chargers should remain at home during the school year.
- If charging is needed during the school day, students may use available charging carts within the school buildings.

Grade 12 (Seniors)

- Seniors will return their Chromebook and charger at the end of the school year prior to graduation.

Device Management

1. Each student will be assigned a specific Chromebook to promote accountability and simplify inventory management.
2. Existing repair and damage procedures will continue without changes.
3. All students will be given a Chromebook digital agreement and \$25 insurance option form on the first day of school.

Chromebook Insurance

- \$25 per Chromebook - recommended, not required
- Replacement cost of a damaged or lost Chromebook (without insurance) is \$350.
- The insurance will cover damages, but it will not cover a lost Chromebook.
- The insurance fee (\$25) will cover damages once. Any additional damage after insurance has been used will be the responsibility of the student.
- Replacement cost of a lost Chromebook Charger (with or without insurance) is \$20.

If you have any questions or concerns regarding District Chromebooks, please contact Mr. Matt Multunas, Technology Coordinator, at mmultunas@bentworth.k12.pa.us.

PARENT PORTAL ACCESS

ATTENTION PARENTS:

Follow the steps below to access the Parent Portal:

- Go to bentworth.org
- Click on Parent Portal (Gold Bar below image)
- The Bentworth School District Skyward Login screen will appear.

Login in from there to access grades (GRADING), report cards (PORTFOLIO), attendance information/letters (ATTENDANCE), etc. by clicking the corresponding box.

If you have multiple students--scroll down and choose your student.

Submitting Absence Excuses

Any time your student is absent from school you will receive an email at the end of the day. Within that email there will be a link to the Parent Portal where you can submit excuses for your student's absence through the portal. No more paper notes to the school that can get lost in transit.

In the Parent Portal under the **Attendance tab** there is a tab at the top of the attendance box that reads **Absence Request**. Click that tab and then click on the plus sign that indicates **Add Absence Request**. You will then select the absence start and end dates, the type of reason for the absence (either parent or medical) and then add your comment/attachment explaining the absence. (i.e. Jane was ill. Jack had a doctor appointment.) Click SAVE to submit the excuse. Each field is required in order to submit. Once your excuse is processed, you will be able to see it as approved or denied in the Parent Portal under the **Attendance tab**.

Attendance Letters are also being sent via email and posted in the Parent Portal under the **Portfolio tab**. Click the hyperlink under the description for 3 DAYS, 6 DAYS, etc., type attendance letters to see the illegal absences for your student. You will only receive these letters if your student has absences for which we did not receive an excuse. **You can submit excuses for these dates through the portal, as outlined above.**

While you're in the portal you can also view your student's current grades under the **Gradebook tab** and view report cards and progress reports under the **Portfolio tab**.

If you do not have an email address on file with the district, you will not receive automated emails, but you will still be able to submit an excuse through the Portal Portal under the **Attendance tab**. **Contact your school secretary if you need to add or update your email address.**

CHRONIC ABSENTEEISM

Students need to be in attendance at school in order to learn and achieve. Poor attendance can prevent a student from reaching his/her full potential. In addition, the negative consequences of poor attendance can impact a student for the rest of his/her life.

It is imperative for your child's success that he/she attends school every day. Please make sure if your child is absent from school that you send in the required documentation. Please contact our main office for more information.

SCHOOL CLOSINGS OR DELAYS (INCLUDING EMERGENCY SITUATIONS)

Visit our Website for updates: www.bentworth.org

An automated telephone calling system (SKYWARD) will be utilized to provide important district information (like closings) to our employees and families. In addition, students and parents can watch television station WPXI or listen to radio stations WJPA 95.3 FM or 1450 AM (and visit our district **FACEBOOK** page) for updates on school delays and closings. **(If your contact information changes, please update your profile in SKYWARD).**

REMOTE LEARNING INFORMATION

Cold weather remote learning:

- All personnel will work
- All staff report to buildings on regular schedule
- Students have the option of participating in instruction from home or in person as a typical day
- For students that choose to participate in instruction from home, you will receive all of your assignments through Google Classroom by 10:00 a.m. and must complete them asynchronously. (on own)
- Buses WILL OPERATE on a normal schedule
- On campus after school activities may continue as scheduled

Poor road conditions remote learning:

- Students will participate in remote instruction from home
- Teachers will provide remote instruction from their home or may report to their building on a two-hour delay schedule
- Paraprofessionals WILL NOT report
- Buses WILL NOT operate
- Instruction will follow the two-hour delay schedule
- On campus after school practices are cancelled unless otherwise notified

Snow Day / Emergency remote learning

- May be the result of unexpected weather or another emergency situation. May be a combination of the two above / all closed / partial closure/ etc.
- Additional specific information will be provided if there is a need to utilize this option.

Overview:

In the Remote Learning Model, students may remain home and utilize a district issued device or personal device to log-in and participate in both synchronous and asynchronous instruction with Bentworth School District teachers.

In general, synchronous instruction refers to things happening at the same time, while asynchronous refers to things happening at different times or not in real-time.

Remote Learning Protocols:

Teachers will utilize the same District curriculum and supplemental programs used within the schools; however, modifications will be made to suite an online learning environment. Teachers will provide instruction and academic support for all subjects. Students will be given assignments that must be completed offline,

asynchronously, and submitted to the teachers for grading upon their return to the building.

Family Support:

In the Remote Learning Model, family support will be needed to ensure that students participate in all online learning activities. Children will need adequate space, materials, and technology access for the online instruction.

Attendance:

Attendance is required and is an extremely important aspect of participating in Remote Learning. Student attendance will be monitored as students log on to their classes. In addition, teachers will monitor students who are not logging in and/or are not completing work. Students who fail to complete work will receive a grade commensurate to the amount of work completed. Students must be visible in their camera for each period in order to be counted as “present”.

Instructional Day:

Students will receive a set schedule with most required synchronous (live) class times scheduled within traditional school hours. These lessons will introduce new content, allow teachers to check for understanding, and to build rapport with students. Teachers will also provide asynchronous instruction via personalized videos, curriculum materials or other curriculum-based resources. Asynchronous instruction could include a recorded lecture or lesson, independent work assignments, or materials used to reinforce content from synchronous lessons.

Middle School (Grades 5-8): Classes take place from 9:48 a.m. to 2:34 p.m.

***Cold Weather Remote Learning
Bentworth Middle School***

***Parents may send their children OR they remain home.
School will operate on a normal schedule.***

Students at home must sign in and retrieve assignments from Google Classroom and complete on their own.

2-Hour Delay Schedule

9:15—9:46 Student Arrival

9:15—9:30 Common Planning Time

9:30—9:46 Students Report to Homeroom

9:46—9:48 Homeroom (attendance/announcements)

No Advisory Program

9:48—10:22 Block 1

10:27—11:01 Block 2

11:06—12:36 Block 4 (AND LUNCHES)—

***11:06—11:36 Grade 5/Half of Grade 6 Lunch**

***11:36—12:06 Half of Grade 6/Half of Grade 7 Lunch**

***12:06—12:36 Half of Grade 7/Grade 8 Lunch**

12:41—1:15 Block 3

1:20—1:54 Block 5

1:59—2:34 Block 6

*2:34 Bus Rider Dismissal

*2:45 Car Rider/Teacher Dismissals

Assignments:

A teacher will provide direct instruction to introduce new content and students will be responsible for completing independent assignments that reinforce the content. All assignments will be posted in Google Classroom for students to access. Student assignments must be submitted to teachers for feedback and grading purposes according to teacher assigned due dates. The due date may be the next day of school as remote learning is considered a regular day of school. Some assignments may span multiple days and will be noted as such by the teacher. Students are expected to put forth the time and effort in class participation and assignment completion similar to how they would engage in during a traditional in-person instructional day. Students are expected to maintain the student code of conduct and academic integrity that is outlined in the student handbooks. Students may lose full or partial credit for assignments that are not completed. This loss of points could negatively impact a student's grade, which will be reflected on a student's report card. It would be in the best interest of the student to complete all assignments. Families experiencing extenuating circumstances that prevent a student from completing assignments should contact the teacher by email ASAP or contact their school office. Efforts will be made by Bentworth School District Teachers and Staff to support students in having a successful online learning experience.

Grading:

Typical grading procedures will apply. Grading of student assignments will reflect student mastery of content. Assessments may be given in the remote learning environment and may be modified in content or form to suit the environment. The purpose of assessment is to gather information about student learning.

Student Services:

School counselors, social workers and nurses are available to support families participating in Remote Learning. Counselors, social workers and nurses can be contacted by email or phone and will respond to inquiries in a reasonable timeframe. When emailing, please always be sure to leave a call back number. Special Education and Gifted Education Students participating in Remote Learning and receiving services through special education or gifted education remotely. Services will be based on the services identified in the students' IEP. Specially designed instruction and related services such as speech, occupational therapy, physical therapy, vision and/or hearing services will occur virtually throughout the day.

Expectations:

The following guidelines were developed to provide clear expectations for students on remote learning days. Students are expected to:

- Complete assignment for attendance.
- Log on to Google Classroom
- Students must be visible
- Actively engage in classes and stay on track with assignment completion.
- Put forth time and effort in class participation and assignment completion as if they were at school.
- Maintain the student code of conduct as outlined in the student handbooks.

SAFETY:

The safety and privacy of our students remains one of the district's top priorities. As such, please be advised that the recording, photographing, or sharing of activities during remote instruction is a violation of the Pennsylvania Wiretap Law, which makes it illegal to record a conversation without the express consent of all participants. 18 Pa. Const. Stat. §5703. Conduct of this nature is also a violation of the Family Educational Rights and Privacy Act (FERPA) as well as School District Policy 216. 20 USC 1232g; 34 CFR 99; Policy 815. As such, violations of these laws and District policy may result in both criminal penalties, individual liability in a civil lawsuit for damages by an injured party, as well as discipline consistent with District policy and the Code of Student Conduct.

ACADEMICS

BENTWORTH MIDDLE SCHOOL

Bridging the Gap between Elementary School and High School

Your Child

Between the ages of ten and fourteen, children experience more physical changes than at any other time in their lives except from birth to two years old. During this period the body undergoes the most dramatic changes it will experience in a lifetime. At the same time, children in-the-middle may experience a brain growth plateau which can be described as a *turn-off* in achievement and learning. In addition, the young adolescent can change from a child to an adult in the blink of an eye. Often, their social and emotional development is characterized by confusion and mood swings. This upheaval in the child is directly related to their rapidly changing bodies.

Our School

To meet the unique needs of middle grades children, Bentworth Middle School is committed to programs and activities which will ***bridge the gap*** between elementary school and high school. All middle school components are student-centered and are designed to enable students to grow and develop in positive ways. **Each grade level is divided into TEAMS.** Teachers work collaboratively to enhance their instructional delivery strategies. In addition, teams can adjust schedules and develop grade level policies and procedures to better meet the needs of their students.

Interdisciplinary Team Organization

Each team of teachers (core subjects) share students, schedules, and the responsibility for teaching and evaluating the same group of students. The organized sharing of students' needs gives teachers a team approach for helping children. Because teachers have planned together, they can connect information in meaningful ways for students. Our entire faculty is divided into various teams.

Advisory Program

This is a teacher-based guidance program characterized by a specific time set aside each day to promote interpersonal relationships between the teacher and a group of students. Middle grades students need to have open communication with at least one adult to whom they can look for assistance in dealing with academic, social, and personal issues.

***In addition, an exemplary middle grades program should be built on a mutual support system of teachers, administrators, parents, and community. Research has shown that children are most successful in school when their parents are involved in their education. Parents are encouraged to take an active role in their child's education at Bentworth Middle School.**

Academic Programs

Core Subjects: Mathematics, English/Language Arts, Social Studies, and Science.

Special Area Subjects: Advisory Program (Teacher-based Guidance), Art, STEM-1 (Focus on Robotics), Physical

Education/Health, and STEM -2 (Focus on Aeronautics). In addition, we offer Band and Chorus as electives.

The curriculum goals of these courses are aligned with the Pennsylvania Academic Standards and the Pennsylvania Core Standards (including the new *STEELS* standards for science).

If you want to learn more about the middle school concept or the developmental needs of young adolescents, please visit the Association for Middle Level Education's website at www.amle.org or the Pennsylvania Association for Middle Level Education's website at www.pamle.org.

GRADING SYSTEM

A minimum average of 60% is required for credit attainment.

Grading Scale (Grades 5-12)	
A 90-100%	A minimum grade of 40% will be recorded on report cards for students scoring at or below 40% the first twelve weeks. The 2 nd & 3 rd twelve week grades and final grades will be the exact grade the student earns (0-100%).
B 80-89%	
C 70-79%	
D 60-69%	
F 0-59%	

A letter grade of "O" (Outstanding) or "S" (Satisfactory) or "N" (Needs Improvement) or "U" (Unsatisfactory) will be given in Physical Education/Health.

If work is incomplete in any subject due to **excused** absences, a grade of I (Incomplete) will be given on the report card. **There will be a maximum of two weeks to make up incomplete work once the student returns to school; work not made up in that time period will be recorded as not passing.** We want our students to work diligently to make sure they make-up missing assignments in a timely manner.

PROGRESS REPORTS (and *Skyward*)

A progress report will be utilized between grading periods to inform parents of **unsatisfactory progress** by a student in any particular subject and may be used to report progress in general. **Parents/guardians are welcome to monitor their child's academic progress at any time by utilizing our online Gradebook Internet Program Skyward. This program can be accessed from our school's website.**

Report Cards are sent home with students approximately 7-10 days following the end of the grading periods. **Please refer to the school calendar for the ending date of each trimester.**

HONOR ROLL

High Honors	Honors
All As in all subjects and an "O" or "S" in physical education & library/media. Students with "I," "N," or "U" will not make the honor roll.	All As and Bs in all subjects and an "O" or "S" in physical education & library/media. Students with "I," "N," or "U" will not make the honor roll.

PROMOTION and RETENTION

Students will be promoted to the next grade when they have successfully completed the curriculum requirements and

have achieved the academic standards of the presently assigned grade, based upon the professional judgment of the teachers, building principal, and the results of assessments. Requests for retentions/promotions by parents that are contrary to the decision of the principal will not be honored.

SUMMER SCHOOL

Information regarding summer school courses may be obtained in the Guidance Office. Summer School courses are designed for students to achieve credit for previously failed courses or unsatisfactory progress in a course. **The cost of these programs (and transportation) is the responsibility of the parent. Summer School courses must be pre-approved by the building principal.**

GUIDANCE PROGRAM

A student-centered guidance and counseling program is available for all of our students. Our school counselor, Mrs. Bernini, can be reached by calling her at 724-239-4431 ext. 2242.

PSSA (Pennsylvania System of School Assessment)

The district and/or state mandates which assessments will be administered at each grade level. The PSSA tests are administered in grades 3-8. Ongoing formative and summative assessments by the district are administered throughout the school year. A science PSSA test is administered to grades 4 and 8. In addition, Pennsylvania's Keystone Assessment will be given to our Algebra 1 students.

PSSA English/Language Arts, Math, Science, and Algebra 1 Keystone Assessments will be administered during the months of April & May.

***Vacations will not be approved during the weeks of PSSA/Keystone Testing.**

SPECIAL EDUCATION

The Bentworth School District uses the following procedures for screening, identifying, and evaluating specified needs of school-aged students requiring special programs of service.

SCREENINGS

The district meets the health requirement screenings as described in Section 1402 of the School Code. Visual acuity, hearing acuity, and height and weight screenings are conducted throughout the school year at the child's home school.

The district routinely conducts screening of a child's hearing acuity in grades: 1, 2, 3, 7, 11, and others according to need.

- Visual acuity is screened in every grade.
- Height and weight data are collected yearly at every grade level.
- Dental exams are conducted in the Spring of each school year in grades 1, 3, and 7 at the respective schools.
- In the Fall of each school year, physicals are conducted in grades 1, 6, and 11, as well as scoliosis screening in grades 6, 7, and 8.
- TB testing has been waived as of 1999.
- Kindergarten screening is in **February** during registration (with a make-up day to be scheduled prior to the beginning of school at the Elementary Center). Speech and language skills are screened during Kindergarten in the Fall of each school year and upon referral from parents and/or professional staff.
- Gross and fine motor skills, academic skills, and social-emotional skills are assessed by classroom and physical

education teachers on an ongoing basis and referrals made when needed.

STUDENT PROGRESS

From time to time the school district will administer standardized assessments to students. Reports of these assessments are provided to parents each year. Team meetings are held on an as-needed basis with periodic follow-up to assess student progress. In addition, students will be assessed throughout the year by their teachers to see if they have learned the particular skills being taught. The PSSA is administered to grades 3-8. DIBELS are administered to grades K through 4 and on a student need basis. Other assessments occur on the basis of individual need. Vocational interest assessments are also given in the secondary schools. Report cards are issued quarterly. Any parent who has a question about assessments should contact their building principal.

AT THE MIDDLE LEVEL

The middle school utilizes a team approach referred to as the Student Assistance Team (SAT). The primary purpose of the Student Assistance Team is to review individual student needs when a student demonstrates poor academic performance and /or engages in disruptive behavior, and to develop appropriate instructional and/or behavioral intervention strategies. Referrals to SAT can come from a variety of sources, including the screening process, the student's teacher, or the student's parent. Teachers, parents, or other interested parties wishing to make a referral should complete the one page ***referral to student assistance team form***. Once the form is received, a team of professionals will meet to review data and identify additional instructional/behavioral strategies to be attempted to keep the child involved with traditional classroom experiences.

One component of the SAT may include data collected from a multi-tiered, problem-solving model that is consistent with the Individuals with Disabilities Education Improvement Act (IDEA, 2004) and the **No Child Left Behind Act** (NCLB, 2002). As the student moves through each tier of the process, the intensity of services is increased to meet the needs of the individual student. The student's ***response to the intervention*** (RTI) provided at each tier is monitored, and the data is used to make decisions about the effectiveness of the interventions implemented. RTI provides the format for combining limited district resources to provide effective instructional practices and services through an integrated approach (general education, special education, etc) that delivers services across general and special education in a responsible and effective method. This information may be used to determine if more intense instructional delivery models are needed.

NON-ENGLISH SPEAKING FAMILIES

Communication with parents and students shall be in English or their native language. For parents with a hearing impairment, the school district will provide a person to communicate in sign language.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

Special Education

If previous interventions are not effective, a student may be referred for specialized instruction through special education services. After the multidisciplinary evaluation is completed, an Evaluation Report (ER) is compiled with parent input and includes specific recommendations for the types of interventions necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the evaluation are explained and discussed. An Individual Education Program (IEP) is developed for those students qualifying for special education services. The IEP Team consists of the following members: parents, building principal/LEA, a special education teacher, and a regular education teacher. Other team members may include the following: the student when appropriate, school psychologist, counselor, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parent participation. The district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If parents agree, the IEP is implemented. If parents disagree with the recommendations, the issue may be taken to a pre-hearing conference, mediation, or due process hearing.

The Bentworth School District facilitates a comprehensive continuum of services for special needs students. The majority of identified exceptional children are serviced in their home school. Types of services available include: Learning Support, which is primarily for students with academic learning needs; Life Skills Support, which focuses primarily on the need for independent living skills; Emotional Support, which addresses social and emotional difficulties; Multiple Disabilities Support, which is for students with more than one disability; Physical Support for students whose need is the result of a physical disability; Autistic Support for those students diagnosed with Autism and/or Pervasive Developmental Disorder; Speech and Language Support, which is for students who have articulation and/or expressive/receptive language difficulties; Hearing Support for students who are hearing impaired/deaf; Vision Support, which is for students who are blind or visually impaired and Chapter 16 Gifted Support for those students identified as mentally gifted. The small number of students whose needs cannot be accommodated in the public school setting can receive services in an approved private school or other licensed facility at school district expense. No such placement is made without an IEP meeting and parental agreement.

Chapter 15

If a child does not qualify for special education services, she/he may be considered a protected handicapped student and require services under Chapter 15. A protected handicapped student is a student who is school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program. The Bentworth School District provides each protected handicapped student the aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. If you believe your child comes under this classification and is in need of a service to assist him/her in benefiting from his/her education, you should contact the building principal.

Confidentiality

The Bentworth School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. The Bentworth School District Confidentiality Assurance Policy has been prepared so as to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release and destruction of these records. The Bentworth School District and its staff are required by Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled the Family Educational Rights and Privacy Act of 1974—FERPA (also known as the Buckley Amendments).

All students are protected by the State Regulations contained in Chapter 12 known as Student's Rights and Responsibilities. In addition, state rules and regulations protect regular and special education students' rights and privacy. School records are always open and available to parents and only to school officials who have a legitimate "need to know." Disclosure of information means to permit the release, transfer or other communication of education records to any party, by oral, written and/or electronic means. This means that information about a student cannot be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge of a student.

The parents of a student or eligible student have the right to inspect and/or challenge their child's or their own educational records, to receive copies of the records and to have a school official explain the records if requested as outlined in the Bentworth School District Policy. The school district will disclose directory information which includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to the Principal within twenty (20) days of the public notice. To inspect your child's or your record, contact the building principal.

The Bentworth School District will release information from a student's educational record without prior consent to officials of other primary or secondary schools or school systems in which a student seeks or intends to enroll, as well as to military recruiters. Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible student. Parents, upon written request, may receive a copy of records that may be released by the school district. The parents have the right to request that their child's educational records

be changed if they are inaccurate, misleading or violate students' rights, and to have a hearing if that request is refused.

A more detailed explanation of these rights, the procedure to follow and the limitations on the release of records is presented in the school district's policy on the collection, maintenance and release of student records. You may obtain a copy of this policy by contacting the Principal. For further information on the screening procedures, evaluation procedures and provision of services to protected handicapped students, please contact **Mrs. Marcia Stowinsky** at the following address:

***Bentworth School District, 100 Bearcat Drive, Bentleyville, PA 15314 (724) 239-2861 ext. 3124**

BENTWORTH CYBER ACADEMY

The Bentworth School District offers a cyber education program (online) to students enrolled in our district. If you would like more information regarding this program--please contact Mrs. Amy Nelson—724-239-5911 ext. 1272 or anelson@bentworth.k12.pa.us.

ATTENDANCE

Parents/guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend school. Once a child becomes enrolled in the school district, the parents and child must follow the compulsory attendance laws as defined by the **Pennsylvania School Code**. Parents are welcome to contact the school office at any time to check on their child's attendance. **In addition, students need to be in their homeroom by 7:46 each morning. Please ensure that your child arrives at school on time each morning.**

Reasons for excused and unexcused absences are defined by the Pennsylvania School Code and are listed below:

Excused Absences	Unexcused Absences
Illness of a student (up to 10 full days or 10 tardies to school with a parental note)--all other illness absences require a medical note to be excused.	Hunting/Fishing
Death in the family	Attending sports events
Religious holiday as certified by a written explanation signed by the clergy person	Job hunting/Working/Driver's Exam
Subpoena by law enforcement agency to attend Court	Shopping trips
Impassable roads when certified by the school district	Oversleeping
Pre-approved absences (listed below).	Any other reason not listed under the "excused" category

Absences which need Advanced Approval

College visitations (maximum three per year for juniors and seniors)

Early Release for Work Program

Vacation—must be an educational trip (see requirements below)
Religious Observances--(see requirement above).
Court Appearances--with written request and official statement from agency indicating all pertinent details
Service Projects, such as those required by Boy Scouts or Girl Scouts
Shadowing (Limit one per year- juniors/seniors only)

VACATIONS

The Bentworth School District **does not** encourage students taking vacations during the school year. However, in the event that no other time for vacation is possible, the following procedures must be followed:

- Parents/Guardians must inform the office in writing of their child's intended absence from school at least one week before the educational trip. It is the responsibility of the student to make up the work missed within five school days of his/her return to school.
- **Vacations will not be approved during the weeks of PSSA Testing.**
- A maximum of **five** days of school will be excused for vacation each year.

EXCUSES

If an absence from school occurs, a parent/guardian must furnish a written and signed explanation indicating the date(s) and reason for the absence at the time of the student's return to school. All notes are to be written and signed by the parent regardless of the student's age unless the student has been classified as emancipated. The excuse must be submitted to the student's homeroom teacher. Upon return to school, the written explanation for absence must be provided within three days. Failure to submit written excuses within the above time frame will result in an unexcused absence. Parent notes will be accepted for the first 10 days of school absence. **Medical documentation will be required beyond 10 days.** This includes early dismissals and late arrivals.

Unexcused (illegal) Absences: Absence for any reason not listed as excused above will be considered unexcused and constitute truancy. Absence without a written excuse will be considered unexcused. Unexcused absences for students between the ages of 8 and 17 are also considered **illegal in Pennsylvania**. **After the second illegal absence, a referral to our intervention agency will be made. On the third day of illegal absence and each successive illegal absence thereafter, the school will file truancy citations with the District Magistrate.** Magistrate hearings involve the parent/guardian and the student. **Please help us avoid these proceedings by sending excuses to school in a timely manner.**

***School approved/sponsored activities are not recorded as an absence.**

EARLY DISMISSALS

Students must present an excuse from a parent/guardian for an early dismissal prior to first period. Dismissal will be excused or unexcused depending on the reason. Parents/guardians may pick their child up in the office after signing their child out. A sign-out sheet is located on the counter. **Early dismissals for doctor's/dentist's appointments require a signed excuse from the medical professional within three days of the dismissal.**

Early Dismissal Requests Shall Include:

- Reason for the early dismissal

- Time of the dismissal
- Date of the dismissal
- Parent/Guardian phone numbers

	Charged as Full Day Absence	Charged as One-Half Day Absence
BMS	Leaving prior to 11:04 am	Leaving after 11:05

Students who leave school within the last 45 minutes of the student day will not be counted as absent, but their minutes will be documented. The reason for departure must meet legal requirements for an excused absence.

Work missed during an unexcused absence may not be made up.

Procedure to dismiss a student who becomes ill:

- The school nurse will be consulted.
- The parent/guardian is called. If she/he cannot be reached, the next call will be the emergency number listed on the student's emergency card.
- Parent or emergency contact must sign the release sheet in the school office before exiting the building.

LATE TO SCHOOL (TARDY)

Students arriving late must first report to the office to sign in. A note explaining the reason for being late must be submitted to the office within three days. **Students who are habitually late to school will face disciplinary consequences. Please make sure your child arrives to school on time. It is important to his/her education!**

	Late to School	Charged as One-Half Day Absence
BMS	Up to 9:10 am	9:11 am –11:04 am

Work missed during an unexcused late arrival may not be made up.

PROLONGED ABSENCES (Homebound Instruction)

Students unable to attend school due to serious illness (**more than two weeks**) may qualify for homebound instruction. Please contact the building principal for more information.

COMMUNITY ASSISTANCE

Students who accumulate 10 absences or at least three illegal absences may be referred to **CYS** for assistance in improving school attendance. Please call our school's guidance counselor to obtain these services earlier or with any questions about the program.

MAKE-UP WORK (For Excused Absences)

- Students are responsible for all class work missed due to excused absences or suspensions.
- Students have the same number of days as those missed to make-up assignments and/or tests.
- Students must contact their teachers on the day of return to facilitate completion of work missed.
- Students will receive a failing grade for each assignment and/or test not completed within the allotted time.

Students with unexcused absences will receive no credit for missed work. Extenuating circumstances may be discussed between the teacher, parent, and building administrator. Due dates for assignments/tests announced prior to the students absence will remain unchanged. **Students do not have extended time to complete pre-announced assignments,**

such as research papers or long term projects. If no new material is covered for the test during a student's absence, she/he must take scheduled tests/quizzes on the day of his/her return from absence.

REQUESTING HOMEWORK FOR ABSENT STUDENTS

The call to request homework for students who are absent must be made to the school office by 8:30 AM and may be picked up after 2:00 PM.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, a parent/guardian must:

- Schedule an appointment with the guidance counselor or principal.
- Return all school books and property to the appropriate teacher.
- Pay all fees (including cafeteria debts).
- Clean his/her locker

UNACCOUNTED ABSENCES (Pennsylvania School Code)

Children whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

1. The district has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

ATHLETICS

Athletics are governed by our local Board of Education, the Western Pennsylvania Interscholastic Athletic League (WPIAL), and the Pennsylvania Interscholastic Athletic Association (PIAA). Before practice or participation, athletes, including cheerleaders, must have a physical examination and be covered with an acceptable insurance plan.

ATHLETIC PROGRAM			
	FALL	WINTER	SPRING
Middle School	Cheerleading, Football, Softball, Soccer	Boys' Basketball, Cheerleading, Wrestling	Volleyball, Girls' Basketball, Track and Field

ATHLETIC COURTESY

Good Sportsmanship is an expectation at all Bentworth Middle School Sporting Events. Behavior to the contrary may result in the spectator being removed from the event. Sirens, whistles, portable stereos, laser pointers, or noisemakers are **not permitted**. Banners or signs of any type must be approved by the administration before being displayed. Non-approved articles will be confiscated.

ATHLETIC PARTICIPATION (includes cheerleading)

FOOD SERVICES ACCOUNT BALANCES

It will be the responsibility of the student and parent/guardian to maintain a positive food service account balance. Students **WILL NOT** be eligible to participate in extracurricular activities once the account balance becomes

more than \$30.00 delinquent.

Extracurricular activities will include but will not be limited to the following: athletics, dances, musicals, band, and clubs. Additionally, other privileges such as driving permits may also be revoked. Once the student is informed of the delinquency, he/she will have five (5) school days to avoid ineligibility by providing sufficient payment to make their account balance less than \$30.00 delinquent. Following the five (5) days, the student will continue ineligible status until sufficient payment is received.

ACADEMICS

Grades will be reviewed every Friday for students who are participating in sports. **Students are only allowed to fail one course during their season to participate in athletic scrimmages, events, and games.** Students not passing more than one class are placed on probation from Monday through Saturday of the following week. At the end of each nine-week grading period, students who have failed to meet this academic requirement will be placed on a **15-day probationary period**, beginning with the first day of the next grading period. During this time they may practice, but may not participate in scrimmages and games. After the 15-day period, if the student meets this requirement, s/he will be eligible to participate in athletic scrimmages and/or games. Final grades will be evaluated for eligibility for fall sports.

ATTENDANCE

Anyone wishing to participate in an extra-curricular activity or practice must be in attendance for at least ½ of a school day in order to participate. In addition, any student who accumulates **20 or more days of absence** during a semester will not be eligible to participate in any athletic contest until s/he has been in attendance for 45 school days following his/her 20th day of absence.

HAZING

Hazing is any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

Examples of hazing include but are not limited to the following:

Physical Health -- any brutality of a physical nature such as: whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Mental Health -- any activity that would subject students to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect physical health or safety of the individual.

***Any hazing activity should be immediately reported to school district personnel.**

Student Insurance and Physical Examinations (See section entitled *Health* later in this handbook)

GENERAL INFORMATION

ARRIVAL AT SCHOOL

- **Students must be in their homerooms by 7:46 AM each morning.**
- Upon arrival at school, students must report to the gymnasium. If they arrive after 7:30, they must report to homeroom.
- Breakfast is available to students from 7:00 until 7:43.

ASSIGNMENT OF STUDENTS TO CLASSROOMS

Parent requests for specific teachers for their children will not be honored.

LUNCH PRICES

Breakfast and lunch are free to all students in the Bentworth School District

FOOD SERVICES ACCOUNT BALANCES

It is the responsibility of the student and parent/guardian to maintain a positive food service account balance. Students **WILL NOT** be eligible to participate in extracurricular activities once the account balance becomes more than \$30.00 delinquent.

Extracurricular activities will include but will not be limited to the following: athletics, dances, musicals, band, and clubs. Additionally, other privileges such as driving permits may also be revoked. Once the student is informed of the delinquency, he/she will have five (5) school days to avoid ineligibility by providing sufficient payment to make their account balance less than \$30.00 delinquent. Following the five (5) days, the student will continue ineligible status until sufficient payment is received. Any specific questions regarding food service account balances should be directed to **Mrs. Brenda Wineland**, Director of Food Services ([724-239-2861](tel:724-239-2861) ext. 1278).

CHANGE OF ADDRESS/PHONE NUMBER/E-MAIL

An emergency card is to be completed and returned the first week of school. Please list your address, phone numbers, email address, and emergency contacts. **All address and/or telephone number changes must be reported to the school office at the time of the change.**

EMERGENCY SAFETY PROCEDURES (FIRE DRILL, LOCKDOWN DRILL, SEVERE WEATHER DRILL, BUS EVACUATION DRILL)

Each school year we practice emergency procedures to ensure our students' safety. Please be aware that these procedures need to be strictly followed. Students need to be quiet and attentive to their teacher's instructions. Please advise your child to the importance of acting appropriately during practice drills.

It is a FEDERAL offense to pull a fire alarm when no threat of fire exists. Students engaging in such practices will be disciplined accordingly.

SAFETY

The health, safety, and welfare of the students and staff of Bentworth Middle School are the responsibility of the entire school community including the students.

Students can assist in ensuring school safety by doing the following:

- Following the expectations and regulations set forth by the District, School, Staff, and Parents
- Learning the layout of the building and its established escape routes (fire drills and severe weather alerts, etc.)
- Not spreading rumors
- Remaining calm if a drill or emergency situation should occur

Informing a staff member whenever:

- A non-staff member is in the building without a visible visitor's pass
- An outside door is left ajar
- A suspicious person or vehicle is on school property
- An unsafe facilities situation exists (ice on the sidewalk, a broken window, door handle, bus seat, or desk)
- A student(s) is/are bullying/harassing others
- A fight or scuffle is brewing
- You see or suspect the presence or potential presence of drugs, alcohol, tobacco, and/or weapons on school property
- Someone has mentioned thoughts of suicide
- Someone needs medical attention

FIELD TRIPS

Field trips are a part of the educational process and supplement/reinforce the curriculum. Students must ride the provided school district buses on all field trips. The teachers and principal will determine the number of adult chaperones. It may vary depending on the type of field trip and grade level of students.

FUND RAISERS

Tickets, merchandise, or articles of any kind, other than those associated with school sponsored and approved activities, are not to be sold on school property by students (or outside organizations) during regular school hours.

INSTRUCTIONAL MATERIALS

All instructional materials including teachers' manuals, audiovisual, or other supplementary instructional materials used in the instructional program shall be available for inspection by the parents or guardians of students in accordance with Board Policy. Instructional materials do not include tests or academic assessments.

LOCKERS

Each student is assigned a locker at the beginning of each year. Students are responsible for all items found in their locker. Lockers are not to be shared (unless assigned by a teacher). Lockers must be kept clean and organized. Lockers are school property and may be searched or reassigned by school personnel.

OBLIGATION NOTICES

Students are required to make financial restitution for lost, stolen, or damaged materials (textbooks, instructional materials, supplies, equipment, etc.) belonging to the Bentworth School District. If an obligation is not fulfilled, the student's report card will be withheld. No replacement items will be issued until obligations are met. Obligations will also include detention.

PARENTAL CONFERENCES

Parents are encouraged to meet with teachers/teams about their child's education or welfare. Conference appointments may be arranged by calling the teacher and leaving a voice mail message or sending an e-mail.

STUDENT PICTURES/YEARBOOK

Individual student pictures are taken in the Fall and are available for purchase. Student yearbooks are also available.

STUDENT ACTIVITIES

No student will be eligible to participate in any event or practice if they:

- **Have not been in attendance for at least one half day.**
- **Are on behavioral probation/suspension.**
- **Are scheduled for detention during the activity.**

SCHOOL DANCES

After school dances are sponsored by our Student Council and are for grades 7 & 8.

STUDENT ASSISTANCE TEAM (SAP TEAM)

Bentworth Middle School maintains a Student Assistance Program Team to help students with issues that impede their education. SAP is not a treatment program; it is a systematic process to mobilize school resources to remove barriers to learning and, where necessary, to assist the parent and the student to access services within the community. The team does not diagnose, treat, or refer students for treatment; however, they may refer students for an assessment. It is the parent's right to be involved in the process and to have full access to all school records under applicable law and regulations. Involvement of parents in all phases of the SAP process underscores the parent's role and responsibility in the decision-making process affecting their child's education and is key to the successful resolution of problems. Further information is available through the guidance office, nurse's office, or from school administration. Students and parents are encouraged to contact a team member about resources for at-risk students.

STUDENT RECORDS

Student records are maintained in the school offices. Parents/guardians requesting to review their child's records must contact the school's guidance office. The review of records is pursuant to the district policy on the collection, maintenance and dissemination of student records (see policy 216). The privacy rights of parents and students are mandated by federal legislation known as the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), state regulations (Chapter 14 - Special Education Services and Programs, Chapter 12 - Student Rights and Responsibilities) and District Policy. The different categories of information maintained by the District are as follows: educational and health records, personally identifiable information and directory information. Education, health records and personally identifiable information cannot be disclosed or released without parent consent or if a student is eighteen or older, married, emancipated or attending an institution of post-secondary education, without his/her consent. The consent must: specify the records that may be disclosed, purpose of the disclosure and identify the party or class of parties to whom the disclosure may be made. A written record of the disclosure must be maintained by the District.

Information known as directory information can be released without consent. Directory information means information which would not be considered harmful or an invasion of privacy if disclosed. This information includes the following: student's name, address, date and place of birth, courses taken, participation in officially recognized activities and sports, weight and height, membership of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Parents or adult students have the right to file complaints concerning alleged failures of the District to comply with the requirements of the Family Educational Rights and Privacy Act of 1974. Such complaints should be directed to the Health, Education and Welfare Office, Washington D.C.

COMPLAINTS

Complaints from parents and students involving a teacher, coach, sponsor, or other staff member must begin with that individual. If after discussing a concern/complaint with the teacher, coach, sponsor, or other staff member and not resolving the issue, the parent/student should address the complaint with the building principal. If the parent/student is not satisfied with the results generated with the principal, an appeal should then be made to the Assistant Superintendent. Dissatisfaction at this level should result in an appeal to the Superintendent. If the problem is not resolved at this level, the Superintendent will furnish the Board of Education with the complaint form (Policy 906).

CONFIDENTIALITY OF STUDENT RECORDS

School records are always open and available to parents and only to school officials who have legitimate “need to know” information about the child. Disclosure of information means to permit the release, transfer or other communication of education records to any party, by oral, written and/or electronic means. This means that information about a student cannot be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge of a student. The parents of a student or eligible student have the right to inspect and/or challenge their child’s or their own educational records, to receive copies of the records, and to have a school official explain the records if requested as outlined in the Bentworth School District Policy. The school district will disclose directory information which includes: the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to the Principal within twenty (20) days of the public notice. To inspect your child’s or your record, contact the Building Principal.

The Bentworth School District will release information from a student’s educational record without prior consent to officials of other primary or secondary schools or school systems in which a student seeks or intends to enroll. Transcripts to post-secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible student. Parents, upon written request, may receive a copy of records that may be released by the school district. The parents have the right to request that their child’s or their educational records be changed if they are inaccurate, misleading or violate students’ rights, and to have a hearing if that request is refused. A more detailed explanation of these rights, the procedure to follow, and the limitations on the release of records is presented in the school district’s policy on the collection, maintenance and release of student records. You may obtain a copy of this policy by contacting the Principal.

VISITORS

Student visitors to the school are not permitted without prior approval by the building principal. All visitors must enter through the front doors, report directly to the main office to receive a visitor’s pass, and sign the visitor register. Visitors may be required to provide identification, authorization for business being conducted, and/or proper clearances. A principal or his/her designee must approve each visitor. **If any visitor is seen not wearing a visitor’s identification tag, students must tell a faculty member immediately.** The faculty member will immediately report the occurrence to the office.

STUDENT CODE OF CONDUCT

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

OUR FOUR PILLARS—BE RESPECTFUL, BE ACCOUNTABLE, BE SAFE, AND ALWAYS BE GREAT

Positive Behavioral Interventions and Supports (PBIS) is a school wide philosophy. It is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional,

and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

SEVERITY CLAUSE

The listing of disciplinary codes is not all-inclusive. Offenses not listed will be acted upon according to the specific violation or act at the discretion of the administration. Age appropriate discipline may vary from the consequences listed based upon the judgment of the principal.

Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. **No student has the right to interfere with the education of his/her fellow student.** It is the responsibility of all students to respect the rights of their peers, teachers, students, bus drivers, custodians, cafeteria workers, instructional aides, administrators and all others who are involved in the educational process. Any conduct which is inappropriate, offensive to others, or disruptive to the learning process will be considered unacceptable and appropriate action will be taken.

The teacher or principal may meet with the student to discuss a problem and what can be done to solve it. Teachers and principals act in loco parentis and do not need permission from a parent/guardian to speak with a student.

In Loco Parentis: Teachers, guidance counselors, Assistant Principals and Principals in the public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian, or persons in parental relation to such pupils may exercise over them.

*The following chart will be used as a guideline. Specific disciplinary action is at the discretion of the administration.

Code of Conduct Guidelines

Approved April 20, 2009 by the Bentworth School Board Directors

Level#	Offense	First Offense	Repeat	Comments
1	Tardy to class	Student is written up for each offense.	4 tardy notes one detention.	Repeat offenses may result in additional detentions or behavioral probation.
1	Violation of classroom rules	Handled by teacher.	Offense may move to level II at teacher discretion based on attempts to modify the student's behavior unsuccessfully.	
2	Abusive language	ASD/OSS/ISS	ASD/OSS/ISS	
2	Forgery	ASD/OSS/ISS	ASD/OSS/ISS	
2	Obscene language, gestures or writing/drawing	ASD/OSS/ISS	ASD/OSS/ISS	
2	Verbal conflict with another student	ASD/OSS/ISS	ASD/OSS/ISS	Referral to guidance
2	Defiance/Disrespect	ASD/OSS/ISS	ASD/OSS/ISS	
2	Cutting class	ASD/OSS/ISS	ASD/OSS/ISS	Possible loss of driving privilege
2	Gambling	OSS	OSS	Possible criminal charges
2	Wearing disruptive apparel	Change or cover clothing immediately and ASD/OSS/ISS	Immediate office ISS that may lead to OSS	

2	Excessive classroom disruption	Class ISS ASD/OSS	ASD/OSS Possible removal from class permanently	
2	Harassment of any kind	ASD/OSS/ISS	ASD/OSS/ISS	Possible criminal charges
2	Behavior that disrupts the orderly operation of the school	ASD/Class suspension/OSS/ISS	ASD/Class suspension/OSS/ISS	
2	Cell phone/ electronic device violation	See pages 39-41 of Handbook.	See pages 39-41 of Handbook.	See pages 39-41 of Handbook.
3	Fighting assault	3 OSS and possible legal charges	5-10 days OSS Legal charges	Possible criminal charges
3	Tobacco violation- all forms (traditional, electronic and vapor)	1 day OSS and charges	1-3 days OSS and charges	Possible criminal charges. Referral to SAP.
3	Drug and alcohol violation	Refer to Drug and Alcohol Policy 227	Refer to Drug and Alcohol Policy 227	Possible criminal charges
3	Threat to school district personnel	3-10 days OSS and charges; Possible referral for formal hearing for expulsion	10 days OSS, charges, and referral for formal hearing for expulsion	Possible criminal charges
3	Harassment/Assault on any school district personnel	OSS/ Possible referral for formal hearing for expulsion	Possible referral for formal hearing for expulsion	Possible criminal charges
3	Acts of vandalism/tampering or destroying school property	OSS/ Possible referral for formal hearing for expulsion	Possible referral for formal hearing for expulsion	Possible criminal charges
3	Arson, causing an explosion	OSS/ Possible referral for formal hearing for expulsion	Possible referral for formal hearing for expulsion	Criminal charges
3	Weapons violation	OSS/ Possible referral for formal hearing for expulsion	Possible referral for formal hearing for expulsion	Refer to Board Policy 218
3	Tampering with district computers/district network	ASD/OSS/Revoke computer usage privileges	ASD/OSS/Revoke computer usage privileges	Possible criminal charges
3	Stealing, theft, extortion	OSS/ Possible referral for formal hearing for expulsion	OSS/ Possible referral for formal hearing for expulsion	Possible criminal charges
3	Indecent exposure	OSS	OSS	Possible legal charges
	Any violation of the criminal code	OSS/ Possible referral for formal hearing for expulsion	OSS/ Possible referral for formal hearing for expulsion	Criminal charges

DETENTION

Types of Detention

1. **Lunch Detention** (Office or Faculty assigned) Faculty members may assign their own lunch detention. The office will be notified via a discipline referral form of the offense and corrective action(s) taken.
2. **After School Detention**
 1. After School Detention occurs from 2:45PM - 3:45PM

***Detention will not be scheduled around extracurricular events, transportation, childcare, etc.** Failure to complete the ASD will result in the progressive discipline model. Requests for changes to the assigned dates of detention may only be made by the parent/guardian to the principal at the Middle School in advance of the detention to be served. Transportation to and from detention is the responsibility of the student and parent.

BEHAVIORAL PROBATION

Students assigned behavioral probation for failing to serve after school detention or any outstanding financial obligations are ineligible to participate in or attend any athletic, extra-curricular, or co-curricular activity until the detention is served or payment is made.

CORPORAL PUNISHMENT

Corporal punishment, namely physically punishing a student for an offense, may not be administered by any school employee to discipline students.

Under no circumstances shall a student be punished in such a manner as to cause bodily injury. Reasonable force may be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For the purpose of self-defense.
- For the protection of persons or property.

EXCLUSIONS FROM SCHOOL OR CLASS

Exclusions from school may take the form of a suspension or an expulsion:

In School Suspension (ISS)

In School Suspension will be utilized on an as needed basis to respond to disciplinary issues that are not easily addressed by detention.

Out of School Suspension (OSS)

Parents will be notified on all out of school suspensions. A parental conference may be required for student re-admittance to school. Students may not participate in or attend any extra-curricular or athletic activities on the day(s) they serve an OSS assignment and until they have been in attendance for a full school day. Any student on suspension who returns to school grounds without administrative permission will be charged with defiant trespass and additional school disciplinary consequences.

Expulsion

Expulsion is exclusion from school by the board of education for a period exceeding 10 consecutive school days. The Board may either expel for a period exceeding 10 school days or may permanently expel from the district rolls any student whose misconduct and disobedience is such to warrant this action. No student shall be expelled without an opportunity for a formal hearing before the Board of Education or before a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board and upon action taken by the Board after the hearing.

***Exclusions affecting certain exceptional students shall be governed by policies 13.62 and 341.91 (relating to rights to education and disciplinary exclusions of certain handicapped students from special education placement.)**

SEARCHES

The primary purpose and justification for any search is to protect the health, safety, and welfare of the students, school property, and the educational process.

Procedure

When reasonable suspicion exists that a student is in possession of illegal or unauthorized materials, the administration may search for and seize such materials if found. All confiscated material will be placed in an envelope and given to the appropriate authorities (police, parents/guardians, vehicle owner, etc.). The envelope will be marked with the locker number/vehicle identification, student's name(s), date, time confiscated and the title of the persons who conducted the search. Such materials may be used as evidence against the student in a disciplinary proceeding. An administrator and another staff member will conduct all searches. Failure to comply with a request for a search shall result in additional disciplinary action.

Personal Searches

A student's person or personal property such as purse, book bag, jacket, trousers, or other articles of clothing may be searched. If a pat down is necessary, an administrator and another staff member of the same gender of the student will conduct the search in private. No strip searches will be conducted.

Locker Searches

Student lockers are school property and remain at all times under the control of the school. There is no expectation of privacy in regards to student lockers. Students are expected to assume full responsibility for the security of their lockers. Periodic locker inspections will be conducted by the administration without prior notice at any time during the school year. The search of a particular locker will only be made when there is reasonable suspicion that the student has illegal materials or when a school rule has been violated. A drug/explosive detection dog may be used to search student lockers and school property at the discretion of the building administrator. The dog is under the authority of the local law enforcement officials and will be accompanied by a qualified and authorized trainer. Dogs shall not be used to search students.

Prior to a locker or vehicle search, the student will be notified and given an opportunity to be present. However, when an administrator or staff member has reason to believe that the locker or vehicle contains materials that may pose a threat to the health, welfare and/or safety of other students or the staff at the school, a search will be conducted without prior notice.

Failure to comply with an administrator's request to conduct a search will result in additional disciplinary consequences.

Metal/Weapon Detective Scanning Systems

The Bentworth School District is committed to maintaining safe, orderly schools that promote health and safety within the school setting and also provides a school environment conducive to education. No student, staff member, or member of the public should be subject to dangers inherent in a firearm, illegal drugs, knife or other potentially dangerous object being carried onto the school campus by another person. Additionally, this includes any other item that students are banned from possessing by any applicable state or federal law, municipal ordinance, or rules of the School Board.

As a measure to assist in keeping students, staff and the community safe, the Bentworth School District may utilize metal/weapon detective scanning systems or devices to discourage the presence of weapons in our schools. Policies and procedures for the use of such devices will be developed. Metal detector searches shall be conducted in a non-discriminatory manner.

All persons entering a school building or school property may be required to submit to a metal detector search. In the event that a person refuses to cooperate with scanning procedures, they will be refused entry into the building and shall be instructed to leave school property immediately, and law enforcement authorities may be notified.

COMPUTER USAGE/INTERNET MISCONDUCT

The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. **The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.** The district reserves the right to log network use and to monitor fileserver space utilization by district users.

The Board establishes that the use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Prior to use of the Internet, parents and students must read and sign the District Internet User Agreement Form (included in the signature page of this handbook). Each school office will maintain completed forms. The district shall make every effort to ensure that students use this educational resource responsibly. Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted expectations of network etiquette and Federal and State law.

Board Policy Number 815--Acceptable Use of Technology Resources

Purpose

The Board supports the use of the Internet, other computer networks and technical resources in the district's instructional programs. These procedures are made available in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of technology resources shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Furthermore, technology resources will be utilized where district operations can be enhanced by their use.

Definition

District **technology resources** refer to all district networks, computer software, computer hardware, digital image and audio devices, peripheral devices, computer services, e-mail, and the Internet.

Authority

The electronic information available to students and staff does not imply endorsement of the content by the district. The district makes no warranties of any kind; either expressed or implied, that the functions or the services provided by or through the district technology resources will be error-free or without defect. The

district will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through district technology resources. The district will not be responsible for financial obligations arising through unauthorized use of technology resources. Users or parents/guardians of users are legally and financially responsible for their or their child's actions.

Users may not use the district technology resources for commercial purposes. This means users may not offer, provide, or purchase products or services for personal reasons or for profit.

The Bentworth School District reserves the right to monitor and log any use of district technology resources; including the archival of all e-mail sent to or from the district's domain to be recoverable for up to three (3) months. The district retains the right to review, edit, or remove any materials on individual user accounts and workstations where reasonable suspicion of abuse of this or other district policies exists. The district reserves the right to purge data stored in district user accounts on an annual basis and to delete any accounts when district users are no longer enrolled or active in the district.

In accordance with the Children's Internet Protection Act (CIPA), the Bentworth School District will use a firewall system to block inappropriate access and limit use only to those areas that are age-appropriate and of educational value. The district will incorporate content filtering software to prevent access to inappropriate material on the Internet. However, the district shall not be held responsible when a student knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

All students and employees have a duty to use district technology resources in a responsible and considerate manner. Users and parents/guardians of users will indemnify and hold the district harmless from any losses sustained as the result of misuse of district technology resources by the user.

The Board establishes that use of the district technology resources is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Delegation of Responsibility

Administrators, teachers and staff have a professional responsibility to work together with parents/guardians to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

The Bentworth School District attempts to maintain the confidentiality of its users. Each school shall provide an annual written notice to the parents/guardians of students about the district technology resources, the policies governing their use, and limitation of liability of the district. Parents/Guardians of students and staff must sign an agreement to allow access to district technology resources. Upon receipt of the agreement, the user will be issued a network username and password. Access, username, and password will be renewed each year as part of the emergency card procedure.

Guidelines

Each user will be assigned a network username and password which will be used only by the authorized

person. District staff has the right to monitor student accounts. All communications and information accessible via the district technology resources should be assumed to be private property of Bentworth School District and shall be consistent with Board policy regarding confidentiality.

The district administration reserves the right to temporarily remove a user account on the network or service to prevent unauthorized activity. User access may be denied, revoked, or suspended by the administration. Access can be denied or restricted at any time.

Prohibitions

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

- To facilitate illegal activity, including unauthorized access and hacking.
- To promote commercial or for-profit purposes.
- To perform nonwork or non school related work.
- To conduct product advertisement or political lobbying.
- To conduct or participate in bullying and/or cyberbullying.
- To produce or distribute hate mail, discriminatory remarks, and offensive or inflammatory communication.
- To conduct unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- To access, transmit and/or store obscene or pornographic material.
- To use inappropriate language or profanity on the network.
- To transmit material likely to be offensive or objectionable to recipients.
- To intentionally obtain, modify, and/or destroy files, passwords, and data belonging to other users or integral to the system or network operations.
- To impersonate another user, anonymity, and pseudonyms.
- To load or use unauthorized games, programs, files, or other electronic media.
- To disrupt the work of other users.
- To destroy, modify, or abuse computer networks, peripheral hardware or software.
- To quote personal communications in a public forum without the original author's prior consent.
- To use the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communications with other classes, students, teachers, experts, or professionals for educational purposes.
- To use any removable or mobile storage device such as CD/DVD or USB drives brought into the district from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with technology department procedures.
- To intentionally vandalize district technology resources, data, Internet, or network.
- To use facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.

Web Content Developed by Students

As part of class/course assignments, users may be developing and/or publishing content to the web via various digital media, such as, but not limited to: web pages, blogs, wikis, podcasts, webcasts, or they may be participating in videoconferences.

1. Personal information such as phone numbers, addresses, e-mail addresses, or other specific personal information shall not be published or shared to a public page or videoconference.
2. All web content must comply with this policy.
3. All web content and videoconferencing must be under the direction and supervision of the teacher/administrator and is to be used for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall be posted to district-approved web pages, blogs, wikis, podcasts, webcasts, Podcasts, and videoconferences.

Security

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

1. Users shall not reveal their passwords to another unauthorized individual.
2. Users are required to log off from the network when they complete working at a particular workstation.
3. Users are not to use a computer that has been logged in under another user's name.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district technology resources for an appropriate time.

Consequences for failure to adhere to this policy will be accepted by the user per the discretion of the administration.

Safety

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

Communications through district technology resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, users shall not reveal personal addresses or telephone numbers to other users on district networks or the Internet.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software in accordance with the Children's Internet Protection Act (CIPA). The district acknowledges that no filter software is 100% effective. Technology protection measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

The district also recognizes that it is important to educate students about safe practices when using Internet

resources. Students shall be educated about appropriate online behavior, including how to interact with other individuals on social networking sites, in chat rooms, and open forums, as well as awareness and responses to cyber-bullying in accordance with the “Protecting Children in the 21st Century Act”.

Consequences for Inappropriate Use

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

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

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

Vandalism will result in cancellation of access privileges, discipline, and possible criminal action. **Vandalism** is defined as any malicious attempt to harm or destroy any district-related technology resource, data, Internet or networks. This includes but is not limited to the uploading, creation, or transmission of computer viruses.

Copyright

The illegal use of copyrighted software, music, documents, or other materials by users is prohibited. Any data uploaded to or downloaded to district computers or related peripherals are subject to copyright law and fair use guidelines.

To protect the integrity of the system, the following guidelines shall be followed:

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

BUS CONDUCT (SCHOOL BUS TRANSPORTATION EXPECTATIONS)

The bus is an extension of the school environment, and our Student Code of Conduct also applies to this service. **Bus privileges may be suspended if a student does not follow the Student Code of Conduct.** In addition, students should adhere to the following regulations:

- Be at the assigned bus stop **at least five minutes** prior to the arrival of the bus.
- Not attempt to enter or leave the bus while it is in motion.
- Get on or off the bus only at assigned stops.
- Enter and leave the bus in an orderly fashion, be careful about one’s own safety and the safety of others, move without haste, crowding or pushing. Remain quiet enough not to distract the driver, avoid shouting and other boisterous activity and show consideration for the driver at all times.
- Face forward, and remain seated during the entire trip.
- Not engage in horseplay, fighting, throwing objects on or off the bus.

- Keep head, arms and all objects inside the bus at all times.
- Not use profanity; be in possession or use of tobacco, alcohol or drugs in any form; spit; use matches or lighters; or behave in a manner that is offensive to others.
- Not eat or drink on the bus.
- Not tamper with any bus equipment unless directed to do so by the bus driver. The student will pay for damage from malicious mischief.
- Keep objects out of the aisle and place all items on their laps or under the seat.
- Not bring live animals, firearms, explosives, glass items or fireworks on the bus.
- Treat the driver with the same respect given teachers; cooperate with and follow the instructions of the driver.
- Students must ride their assigned bus.
- Students must enter/exit at assigned stop.

VIDEO CAMERAS ON THE BUS

The video camera is used as an aid in monitoring student behavior. Video cameras may be placed in any District contracted or owned bus or vehicle as authorized by the District superintendent and transportation supervisor. Students are informed by stickers placed in each district vehicle warning them that they are subject to being audio/videotaped at any time. Videotapes will be reviewed by administration when appropriate, and disciplinary consequences may be assigned based on the contents of the tape. Videotapes are generally kept for five (5) days. A parent may submit a "Request to View Bus Video" form.

DRESS CODE

Bentworth students take pride in their appearance while attending school and school sponsored activities. Dress reflects the quality of the school, conduct, work and opinion of oneself. The District believes that specific items are disruptive or distracting to the educational process or pose a threat to students' health, safety or welfare and therefore are not permitted to be worn in school. Those items include:

- All head coverings (not limited to hats, sweatbands, bandannas, . . .) and sunglasses upon entering the building AND (does not infringe on medical, religious or ethnic practices.) Must be communicated with administration in advance.
- Flip-flops or open toe/or backless shoes in the Elementary Center
- Shoes with wheels
- Sleepwear (Pajamas), bedroom slippers, and blankets.
- Clothing or accessories that may resemble costumes or costume accessories.
- Skirts, dresses or shorts that are shorter than mid thigh in length
- Shirts/tops that are not of sufficient length to be tucked into the student's pants/skirt when s/he is sitting down (Note: Shirts do not have to be tucked in, just long enough to be.)
- Tops that are backless, have spaghetti string straps, cover only one shoulder, are tube tops, halter tops, bandeaus, tops that show any portion of the torso, are see-through, or expose undergarments.
- Pants or shirts exposing undergarments
- Any clothing, jewelry, body art or other items that have suggestive, offensive or obscene language; display pictures or symbols that advocate or promote sexual activity, violence or the use of alcohol or drugs; is degrading to another person because of race, sex, religious persuasion, national origin, gender, handicap or disability.
- Spiked items, fish hooks, wallet chains, chokers and dog collars
- Identifiable gang attire

- Outside coats or jackets in the classrooms
- Book bags on wheels or with extension handles (exceptions are made for students whose physical disability necessitates this type of book bag; must be certified by a physician)
- Book bags are not permitted in classrooms. They must remain in the student's locker. (exceptions are made for students whose physical disability necessitates this type of book bag; must be certified by a physician)

**The principal's interpretation of the inappropriateness of the clothing item will be final.
Disciplinary consequences will be as per the Student Handbook.**

PERSONAL ITEMS (including Electronic Devices/Cell Phones/Games)

The school district is not responsible for personal items that are lost, stolen, or damaged.

CELL PHONES (and other digital communication devices)

Purpose

The Bentworth School District is committed to maintaining a focused, safe, and distraction-free learning environment. In alignment with emerging Pennsylvania guidance regarding **bell-to-bell cell phone restrictions**, the following procedures establish clear expectations for student use of personal electronic devices during the school day.

Definition

For the purposes of this procedure, "cell phone" includes:

- Mobile phones
- Smart watches capable of communication
- Earbuds/headphones connected to personal devices
- Any personal electronic communication device

General Expectations

- Students shall not have access to or use personal cell phones during the school day.
- Limited access is permitted only with administration or teacher approval.
 - School-issued devices shall be used for instructional purposes. In limited circumstances, a principal or teacher may authorize the temporary use of a personal mobile device when necessary to support a specific instructional activity consistent with District procedures and state law.
- Failure to comply will result in progressive discipline.

Middle School (Grades 5–8)

Students will have locks for their lockers. The cost of any damage to the locks will be the responsibility of the student/parent.

- Students may bring:
 - Cell phones
 - Smart watches
 - Ear buds / ear phones used for school device
- Upon arrival, students must:
 - Place devices in their assigned lockers
- Devices must remain in lockers and "off":

- For the entire school day
- Devices may be retrieved:
 - At dismissal only

Strictly Prohibited Areas

Use or possession of a cell phone in the following areas are strictly prohibited and will result in immediate consequences: (this includes photos posted on social media taken in one of the following areas.)

- Restrooms and Locker rooms
 - **First Offense:**
 - Immediate 1-day out-of-school suspension
 - **Second Offense:**
 - Immediate 1-day out-of-school suspension
 - Upon return, cell phone will be placed in the office cell phone case for 5 school days
 - **Third Offense:**
 - No longer permitted to carry phone in building.
 - Must place in main office storage for remainder of the year.

Progressive Discipline for Other Location Violations

- **First Offense**
 - Device confiscated
 - Student may pick up at the end of the day from the office
- **Second Offense**
 - Device confiscated
 - Placed in office cell phone case for 2 school days
 - Student may pick up at the end of each day from the office
- **Third Offense**
 - Device confiscated
 - Placed in office cell phone case for 5 school days
 - Parent/Guardian must pick up the device on the first day
- **Beyond Third Offense**
 - Device confiscated
 - Mandatory parent, student, administration meeting
 - Placed in office cell phone case daily for the remainder of the semester

(At any point a device is required to be placed in the main office cell phone/device case, the device shall be processed through the school office and school police officer for accountability purposes. Students found in possession of a digital communication device after having previously surrendered a device may be subject to additional administrative investigation. Students who are reasonably suspected of possessing additional prohibited devices may be directed to surrender those devices and may be subject to disciplinary consequences for insubordination or failure to comply with school procedures and may be subject to further disciplinary consequences for insubordination in accordance with the student code of conduct.)

Parent Communication During the School Day

To support the District's bell-to-bell cell phone expectations while ensuring effective communication, parents/guardians may contact their child during the school day by calling the appropriate school office.

In the event of an **emergency**, school personnel will promptly relay messages to students.

School Office Contact Information:

6. **Bentworth Elementary School:** 724-239-2861
7. **Bentworth Middle School:** 724-239-4431
8. **Bentworth High School:** 724-239-5911

We ask that parents/guardians refrain from attempting to contact students directly on personal devices during the school day as they will be in their lockers and unavailable. (Unless the message is for after school information.) Instead, please utilize the communication procedure above to contact the school office to ensure messages are delivered in an appropriate manner.

Additional Expectations

- Refusal to comply with staff directions regarding cell phone procedures may result in:
 - Additional disciplinary consequences under the Student Code of Conduct
- The District is not responsible for lost, stolen, or damaged devices
- Exceptions may be granted for:
 - Medical needs
 - IEP/504 accommodations
 - English Language Learners
 - Administrative approval

Staff Responsibilities

- Consistently enforce cell phone procedures
- Monitor student compliance
- Refer violations to the office promptly
- Model appropriate device use expectations

By minimizing distractions and reinforcing responsible behavior, we help ensure that all students can focus and learn in a safe and respectful environment.

THREATS

Bentworth School District considers any threat made by a student toward another student, staff member, or school property (including bomb threats) legitimate and serious, and each and every incident will be prosecuted to the fullest extent of the law. Consequences may include expulsion from school and charges filed resulting in a criminal record. Students who make threats may be referred to our student assistance team. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

BULLYING (Board Policy 248.1)

The Bentworth School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment and/or bullying. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by students.

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, that is severe, persistent or pervasive and has the intent or effect of:

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

Bullying, as defined in this Policy, includes cyber-bullying.

School setting means in the school, on school grounds, time traveling to and from school, or any activity sponsored, supervised or sanctioned by the school.

Bullying or cyber-bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical, are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

The Board prohibits all forms of bullying by students.

The Board encourages students who have been bullied to promptly report such incidents to the principal or designee.

The Board directs that complaints shall be investigated promptly, and corrective action shall be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

HARASSMENT

Harassment of any form (verbal, physical, or sexual) against any individual, including but not limited to students, employees, or visitors will not be tolerated. All offences will be dealt with according to District Policy. Students may report harassment complaints to the building principal, teachers, counselors, nurses, or administrators.

TERRORISTIC ACT

A terrorist act is an offense against property or involving danger to another person. When an administrator has evidenced that a student made a terrorist threat or committed a terrorist act, the administrator shall suspend the student for 10 days pending further investigation and possible recommendation for expulsion. The principal will report the student to law enforcement officials.

WEAPONS

The Board prohibits students from possessing and bringing weapons and replicas of weapons to any school district buildings, property, any school sponsored activity, or on to any public vehicle providing transportation to/from school or a school sponsored activity. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool,

instrument capable of inflicting serious bodily injury. The school district shall expel any student for a period of not less than one year who violates this weapons policy.

DRUGS/ALCOHOL

The Board recognizes that the abuse of drugs is a serious problem with adverse implications for the entire school community. As such, the Board strives to protect the health and safety of all students by providing for a school environment free from controlled substances. Through the use of curriculum, classroom activities, community support, and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the district will work to educate, prevent, and intervene in the use and abuse of all controlled substances by students. Early identification and referral of students having a problem with abuse or dependency will be the primary goal. **See SAP Teams for further information.**

SCHOOL GUIDELINES (Drugs and Alcohol)

The possession and/or use of drugs, drug paraphernalia and/or alcohol is strictly prohibited at school, extra-curricular activities, field trips, athletic events, and on any district property or in any district vehicle. A student who is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the Appendix to this handbook. Students who feel that they have a drug or alcohol concern should contact the guidance counselor or any member of the Student Assistance Program (SAP) team.

DEFINITION OF TERMS

Controlled Substances includes any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, mind or physical function; any volatile solvents or inhalants, such as but not limited to glue and aerosol propellants (please refer to medication policy). Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, anabolic steroids, look alike substances and any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with district policy for the administration of medication to students in school. Any student using a controlled substance for which s/he has a valid prescription from a licensed physician and who acts in accordance with Policy and Administrative Regulation 210, shall not be deemed in violation of this policy.

Student Assistance Program (SAP) Team is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. Key members of this team have been trained to understand and work in the issues of adolescent chemical use, abuse and dependency, and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Chemical Abuse Specialist is a certified program specialist with expertise in the area of chemical dependency and school based assessment.

Distributing is intended to or deliver, sell, pass, share or give any controlled substance as defined by this policy, from one person to another or to aid therein.

Possession-- possess or hold (on one's person, in one's vehicle or one's assigned area, such as a desk or school locker), without any attempt to distribute, any controlled-substance determined to be illegal or as defined by this policy.

Cooperative Behavior--shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the SAP Team.

Uncooperative Behavior is a resistance or refusal, verbal, physical or passive, or on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative student behavior. Uncooperative student behavior shall also include the refusal to comply with the recommendations of the members of the SAP Team.

Drug Paraphernalia includes any utensil or item which in the school's judgment can be associated with the use of controlled substances. Examples include but are not limited to roach clips, pipes and bowls.

State Licensed Drug/Alcohol Facility is a hospital, institution or agency licensed by the Pennsylvania Department of Health to provide drug and alcohol related services for assessment and treatment of the disease of drug dependency.

A student who is on school grounds during a school session at a school-sponsored activity, on school transportation or at a school bus stop who is suspected of being under the influence of, possessing, using, dispensing, selling or aiding in the procurement of controlled substances shall be subjected to discipline pursuant to the provisions and procedures outlined in policies and administrative regulations.

HEALTH

SCREENINGS

The district meets the health requirement screenings as described in Section 1402 of the School Code. Visual acuity, hearing acuity, height, and weight screenings are conducted throughout the school year at the child's home school.

- The district routinely conducts screening of a child's hearing acuity in grades: 1, 2, 3, 7, 11 and others according to need.
- Visual acuity is screened in every grade.
- Height and weight data are collected yearly at every grade level.
- Dental exams are conducted in the spring of each school year in grades 1, 3, and 7 at the respective schools.
- In the fall of each school year, physicals are conducted in grades 1, 6, and 11, as well as scoliosis screening in grades 6, 7, and 8.
- TB testing has been waived as of 1999.
- Kindergarten screening is in May of each school year at the Elementary Center. Speech and language skills are screened during Kindergarten in the fall of each school year and upon referral from parents and/or professional staff.
- Gross and fine motor skills, academic skills, and social-emotional skills are assessed by classroom and physical education teachers on an ongoing basis and referrals made when needed.

The school nurse's office is provided so that every student can benefit from its services. **Mrs. Stephanie Molisee can be reached at extension 2249.** In order to provide maximum service to everyone, the following expectations and regulations must be followed:

- **Every student must have an emergency card filled out completely and on file in the health room during the first week of school. These will be provided by the school and must be returned to the homeroom teacher.**
- Any student with a health problem (epilepsy, diabetes, asthma, allergies, etc.), should have his/her parent/guardian notify the school nurse so that care can be exercised for the student's safety. This information will be treated confidentially.
- All accidents must be reported to the classroom teacher, the school office, PE teacher (if applicable), coach/sponsor and the nurse so that a record of it will be on file. This includes travel to and from school, field trips, etc. However, this does not include injuries sustained outside of the school's jurisdiction.
- All students must present a signed planner/pass to report to the school nurse if nursing services are necessary during class time. If ill, students must go to their assigned class first to have their planner/pass signed for the nurse's office. **DO NOT GO TO THE NURSE'S OFFICE BETWEEN CLASSES.**
- No student is permitted to be taken home by another student when ill. Transportation for the student must be provided by a parent/guardian.
- No student will be excused to go home when ill without permission from the office administration when the nurse is out of the building.
- Any student who needs financial assistance for health problems such as glasses, dental work, medical aid, etc. should see the school nurse for the necessary forms.
- Students in grades 1, 6, and 11 are required to have a physical examination as well as scoliosis screening in grades 6, 7 and 8. Dental exams are conducted in grades 1, 3 and 7. Any student who wishes to have his/her own physician/dentist perform the examination may do so providing s/he obtains the report form from the school nurse and returns the signed form to the school office.
- Any student given permission by the office to leave school to go to a doctor or dentist must present an excuse to the school office from the physician/dentist upon returning to school. When regular visits are necessary, they should be scheduled at varying times so that a particular class is not consistently missed.

Throughout the school term, the nurse arranges physical, dental, eye, and hearing examinations. Athletic examinations for all sports, including cheerleading, are also completed in the nurse's office. All records are maintained in the nurse's office.

MEDICAL HEALTH PROBLEMS

Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit a student's activities at school. All student medical records are confidential.

FIRST AID

Emergency care of students is limited to first aid that may be administered by the school nurse, trainer, or designated teacher who has received first aid training. When there is a need for hospital care, parents must consent and assume financial responsibility. In an emergency that necessitates transportation by ambulance, the school will act in loco parentis if a parent cannot be reached. The parent will be responsible for all

transportation and medical related expenses.

EXCLUSION FROM SCHOOL

Students judged to have contagious medical conditions (head lice, impetigo, pink eye, etc.) will be excluded from school and are not permitted to return without written permission from the students' physician.

MEDICATION

The administration of medication to students while they are in school is to be avoided if possible. Treatment schedules that allow doses to be given at home are preferred and encouraged. When it is necessary to administer medication during school hours, the school nurse will be responsible for establishing a safe method of distribution. ALL medication must be maintained in the nurse's office. **No medication, including aspirin, is to be kept in a student's possession or locker.** Inhalers, with parental and physician permission, may be kept with the student, but the school nurse must be informed.

REGULATIONS AND RESPONSIBILITY FOR ADMINISTRATION OF MEDICATION

Pennsylvania State law requires nurses to have a physician's order to dispense any and all medication. This means over the counter medication as well as those prescribed by your doctor. Students with chronic health issues that need to take medications in school on a frequent or regular basis need to have:

- A private physician complete and sign the *Authorization to Administer Medication in School* form or have a printed order from a licensed prescriber
- Written consent from parent/guardian to administer medication during school
- Medication in an original bottle labeled with the student's name, dosage and administration instructions as provided by the pharmacy
- A new bottle brought in any time there is a change in the student's prescription

Standing medication orders are reviewed each year by the school physician and can be administered by the nurse to treat minor illnesses or injuries at the nurse's discretion based on assessment and professional judgement. The following is a list of over-the-counter medications that may be available for students to receive at school with permission from a parent/guardian:

- Ibuprofen (Advil, Motrin) for mild pain
- Acetaminophen (Tylenol) for mild pain or temperature 100.4 or greater
- Antihistamine (Benadryl) for suspected allergic reaction
- Antacid (Tums, Pepto-Bismol) for heartburn/indigestion (must be 12 yrs or older)

Parents/guardians who consent for their child to have occasional over-the-counter medications must fill out the *Student Health Information* form completely and sign the permission consent form at the bottom of the page. This form must be completed and returned for each student, every school year, in order to receive any of the medications listed above. Students who do not return the completed form will not be able to receive these medications in school. All over-the-counter medications are given per manufacturer's guidelines according to age/weight of the child. Parent/guardian will be contacted and verbal permission will still be required prior to administering any over-the-counter medications to inform parent/guardian of the student's health status and to verify consent for their child to have medication at that particular time. The school is not able to supply medication for frequent or daily use. If medication must be given on a frequent or regular basis, a separate medication administration form will need to be filled out by a private physician. The nurse

has the right to require an individual medication order from a private physician if medication is requested frequently.

STUDENT INSURANCE/PHYSICALS

All students not sufficiently covered by other insurance plans are encouraged to purchase the school insurance available at the beginning of and throughout the school year. The insurance information will be distributed during the first week of school through the student's homeroom teacher. The coverage is for injury resulting from accidents sustained by students in an interscholastic sports program; the cheerleader program; the band program; the program of physical education; or in any activity in school, on school grounds, on a school bus, at an activity sponsored by the school and while traveling between home and school other than on a school bus. The financial responsibility for sports/cheerleading injury rests solely with the student and his/her parents. The school does not assume any financial responsibility in this case. The athlete/cheerleader must purchase the school policy that covers injury or show written evidence that his or her parents have a policy that covers injury. Students are not permitted to compete without some form of accident insurance. All students participating in sports/cheerleading must have a physical exam by a licensed physician prior to participating in any athletic practice or event.

IMMUNIZATION REQUIREMENTS

Children ENTERING SCHOOL (at K or grade 1) need the following vaccines:

4 doses of tetanus (1 dose on or after 4 th birthday)	4 doses of diphtheria (1 dose on or after 4 th birthday)
2 doses of MMR	3 polio
2 dose of (chickenpox) vaccine or evidence of immunity	3 doses of hepatitis B

Children ENTERING 7TH GRADE need the following vaccines:

1 dose of meningococcal conjugate vaccine (MCV)
1 dose TDAP (if 5 years has elapsed since the last tetanus immunization)

***Parents may contact the school nurse with questions regarding immunization requirements.**

WELLNESS POLICY

In an effort to **promote student health and reduce childhood obesity**, Bentworth School District's Wellness Policy became effective July 1, 2006. Proper nutrition and physical activity are emphasized. Please note the following:

- Foods and beverages sold or offered through the school breakfast/lunch programs, vending machines, fund raising, snacks, school stores, classroom parties and holiday celebrations must meet Nutritional Standards for Competitive Foods in PA Schools.
- Foods should be offered as single-servings and include whole grains, fresh fruits and vegetables, greater than 2 grams of fiber, not deep fried, not contain added sugars as a first ingredient, no trans fatty acids.
- Beverages should include unflavored water, 100% fruit juices, 1% and non-fat milk (not to contain >30 grams of sugar/8oz. serving).
- Student physical activity should include at least 60 minutes of physical activity each day (combined in

and out of school).

- School staff and parents should serve as positive role models. Food will not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (guest chef, field trip to a farm or farmers' market, etc.)

PEST MANAGEMENT

The Bentworth School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied.

When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry.

**BENTWORTH
SCHOOL DISTRICT**

Section No: 227-AR
Title: Drug and Substance Abuse

Drugs and Alcohol Policy and Administrative Guidelines

SITUATION/CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ REHABILITATION
1. The student is caught possessing prescription or over-the-counter medications that have not been registered with the nurse according to district policy.	The principal is summoned to escort the student to the nurse's office. The student is not left alone.	If warranted, the principal will search the student, his/her desk, locker, car and other possessions.	The parents will be contacted and reminded of the district policy on medication. Another copy of policy will be sent home.	Not applicable.	Upon confirmation of a legitimate prescription, the nurse will hold the prescription until picked up by the parent.	If first offense, conference with the student. Require the parent to pick up the medication. If not first offense follow the student Code of Conduct for defiance and/or the appropriate category below. If not legitimate prescription, appropriate situational category will be followed.
2. The possible use of controlled substances by a student is suspected, but there is no evidence of violation of law or school regulation.	The principal is summoned to escort the student to the nurse's office. The student is not left alone. The student is informed of available help and encouraged to seek assistance.	If warranted, the principal will search the student, his/her desk, locker, car and other possessions.	Notification of behavior and/or performance indicators if warranted.	Not applicable.	Not applicable.	Referral to the SAP team or school counselor for follow-up if indicated by the data collected.
3. The student has a controlled substance related medical emergency.	The nurse will be summoned immediately. Standard health and first aid procedures will be followed. The student will not be left alone. The student will be transported to a medical facility at parental expense, if necessary.	The principal will investigate the incident. This will include a search of the student, his/her locker, desk, car and other possessions.	Yes, and requested to report to the school or appropriate site, immediately.	Yes.	Confiscated for analysis, sealed and properly labeled. If necessary, the substance will be sent to the local law enforcement agency for analysis at the expense of the parents.	Referral to SAP team. The student <u>may</u> be suspended out of school for a maximum of ten (10) days. To return to school, the student must submit the D&A assessment and follow the assessment recommendations.

SITUATION/CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ REHABILITATION
4. A student possesses drug related paraphernalia	Principal or head chaperone/coach is summoned. The student will not be left alone. Staff member writes an anecdotal report of the incident and submits it to the principal.	The principal will investigate the incident. This will include a search of the student, his/her locker, desk, car and other possessions	Yes, and requested to report to the school or appropriate site, immediately..	Yes.	If residue is found, it is confiscated, sealed and properly labeled so that an analysis can be made. The cost of the analysis will be the responsibility of the parent.	Referral to SAP team or school counselor. If no residue is detected in the paraphernalia and it is a first offense, the student will be suspended out of school for three (3) days. Otherwise, the suspension out of school will be for ten (10) days and the right to an informal hearing will be offered with the principal within three (3) days of the suspension. To return to school, the student must contact a State licensed D&A facility for an assessment within 10 days at the expense of the parents, provide the school with a copy of the assessment recommendations and comply with the recommendations. Exclusion from participation in all extra-curricular activities until completion of the D&A assessment and returned to school. The building principal, the student and the student's parents must meet to readmit the student to school.
5. A student is found to be in possession, use, or under the influence of a controlled substance when attending a school sponsored function.	The chaperons will contact the group sponsor/head coach. Standard health and first aid procedures will be followed. The nurse/trainer or an EMT will be summoned if necessary. The principal will be notified immediately.	The principal will investigate the incident. This will include a search of the student, his/her locker, car and other possessions.	Yes, and requested to report to the school or appropriate site, immediately.	Yes, student may be retained for the authorities.	Confiscated for analysis, sealed and properly labeled for disposition to local law enforcement agency. The cost of the analysis will be the responsibility of the parent.	Referral to SAP team or school counselor. If the Controlled Substance Policy was violated, the student <u>will</u> be suspended out of school for ten (10) days and the right to an informal hearing will be offered with the principal within three (3) days of the suspension. To return to school, the student must be assessed at a State licensed D&A facility within 10 days at the expense of the parents. The student must supply the school with a copy of the assessment and comply with the recommendations. Exclusion from participation in all extra-curricular activities until completion of the D&A assessment and returned to school. The building principal, the student and the student's parent must meet to readmit the student to school. Upon the principal's and superintendent's recommendation, a formal hearing may be held before the board for expulsion.
6. A student possesses, uses or is under the influence of a controlled substance in school or on school property.	The nurse will be summoned immediately. Standard health and first aid procedures will be followed. The student will not be left alone. Principal is summoned. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. This will include a search of the student, his/her locker, car and other possessions.	Yes, and requested to report to the school or appropriate site, immediately.	Yes, student may be retained for the authorities.	Confiscated for analysis, sealed and properly labeled for disposition to local law enforcement agency. The cost of the analysis will be the responsibility of the parent.	Referral to SAP team or school counselor. The student <u>will</u> be suspended out of school for ten (10) days and the right to an informal hearing will be offered with the principal within three (3) days of the suspension. To return to school, the student must be assessed at a State licensed D&A facility within 10 days at the expense of the parents. The student must supply the school with a copy of the assessment and comply with the recommendations. Exclusion from participation in all extra-curricular activities until completion of the D&A assessment and returned to school. The building principal, the student and the student's parent must meet to readmit the student to school. Upon the principal's and superintendent's recommendation, a formal hearing may be held before the board for expulsion.

SITUATION/CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ REHABILITATION
7. A student distributed or intended to distribute a controlled substance.	Principal is summoned. The student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. This will include a search of the student, his/her locker, car and other possessions.	Yes, and requested to report to the school or appropriate site, immediately.	Yes, student may be retained for the authorities.	Confiscated for analysis, sealed and properly labeled for disposition to local law enforcement agency. The cost of analysis will be the responsibility of the parent.	Referral to SAP team or school counselor. If the Controlled Substance Policy was violated, the student will be suspended out of school for ten (10) days and the right to an informal hearing will be offered with the principal within three (3) days of the suspension. To return to school, the student must be assessed at a State licensed D&A facility within 10 days at the expense of the parents. The student must supply the school with a copy of the assessment and comply with the recommendations. Exclusion from participation in all extra-curricular activities until completion of the D&A assessment and formal hearing. A formal hearing will be recommended before the board for expulsion.

	1 st Violation	2 nd Violation	All Violations
Use, possession or distribution of anabolic steroids	Suspension from school athletics for the period of one calendar year.	Permanent suspension from school athletics.	See discipline for #5 above: in possession, use, or under the influence of a controlled substance when attending a school sponsored function.

Bentworth Middle School

2026-2027

Signature Page of Student Handbook

As a student of Bentworth Middle School, I will strive each day to do my best to be a respectful and responsible learner. I will respect my teachers, my peers, and myself at all times. I will follow all expectations set forth by my school, and I will have a positive attitude. In addition, I will complete my classroom assignments and homework assignments.

Furthermore, I acknowledge and understand the information as stated in this Student Handbook and in the Student Code of Conduct. I fully understand it is my responsibility to read (or have a parent/guardian read it to me) and understand all aspects of this handbook. I fully understand my district's policies regarding bullying, tobacco/vaping, drugs/alcohol, weapons (including pocket knives), and acceptable use of technology resources.

I know the importance of a quality education, and I will work hard each day to be a successful student at Bentworth Middle School.

Signature of Student

Date

Signature of Parent/Guardian

Date

***This signature page must be returned to Bentworth Middle School office (if not completed online) no later than:**

Friday, August 28, 2026.

If you have any questions or concerns regarding the Student Handbook, please contact your building principal.