



Bentworth High School Student Handbook 2026-2027

“The future of the world is in my classroom today.”

- Ivan Welton Fitzwater

WELCOME TO THE BENTWORTH SCHOOL DISTRICT

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

MISSION STATEMENT

The mission of the Bentworth School District is to create an educational system that prepares all students for their futures.

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, Your songs of praise we sing.

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 BENTWORTH SCHOOL DISTRICT COMPREHENSIVE PLAN

The Bentworth School District Comprehensive Plan was developed by conducting a district wide system analysis of all available data to better create an understanding of 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 school).

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 will be implemented during the 2022-2023 school year. You may download a complete copy of the Comprehensive Plan from our website.

Office of the Superintendent

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 Pernel, 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 Palli, Police Officer	2263	kpalli@bentworth.k12.pa.us
Mr. Ken Gorby, Director of Building and Grounds	3266	kgorby@bentworth.k12.pa.us

HIGH SCHOOL ADMINISTRATION

High School Principal: Mrs. Breanna Bell

Assistant Principal: Mrs. Amy Nelson

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

SCHOOL BOARD POLICIES

(Annual Notice)

The following Bentworth Board of Education policies are published in their entirety on our district website under the District tab: (www.bentworth.org)

(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, (144) Standards for Victims of Violent Crimes, (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 and 323) Tobacco—Students and Employees, (226) Searches, (235) Student Rights and Responsibilities/Surveys, (236.1) Threat Assessment, (237) Electronic Devices, (246) Student Wellness, (247) Hazing, (248 and 348) Unlawful Harassment—Students and Employees, (249) Bullying/Cyberbullying, (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 Evacuation of Schools, (806) Child Abuse, (808) Food Services, (810.2) Transportation—Video/Audio Recording, (823) Naloxone, (904) Public Attendance At School Events, (906) Public Complaints, and (918) Title I Parent Involvement.

School Closing or Delay Hotline

Visit: www.bentworth.org

An automated telephone system will be utilized to provide district information. Students and parents should watch television station WPXI or listen to radio station WJPA 95.3 FM for updates on school delays and closings. Closing and delay information may be available on the websites of organizations as well.

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.

High School (Grades 9-12): Classes take place from 9:40 a.m. to 2:45 p.m.

Cold Weather Remote Learning Bentworth High 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.

Poor Road Conditions Remote Learning Bentworth High School 2 Hour Delay Schedule

9:40 - 9:50 Homeroom

9:53 - 10:29 Period 1

10:32 - 11:08 Period 2

11:11 - 12:45 Period 4

- 11:11 - 11:41 Lunch A
- 11:43 - 12:13 Lunch B
- 12:15 - 12:45 Lunch C

12:48 - 1:24 Period 3

1:27 - 2:03 Period 5

2:06 - 2:42 Period 6

MVCTC Students

AM TECH

- Leave BHS at 9:40 a.m. for 9:56 a.m. start

- Leave CTC at 11:05 a.m. to be back at BHS at 11:20 a.m.

PM TECH

- Leave BHS at 11:35 a.m. for 11:53 a.m. start
- Leave CTC at 2:21 p.m. to be back at BHS at 2:39 p.m.

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.

TRANSPORTATION SERVICES (Bus Garage)

Questions relative to bus transportation should be directed to:
Director of Transportation: 724-239-2861

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

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 ensure 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:
 - o "I don't remember the name of the last school."
 - o "We've been moving around a lot."
 - o "Our address is new; I can't remember it."
 - o "We're staying with relatives until we get settled."
 - o "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://ecyeh.aiu3.net> 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.

The McKinney-Vento Homeless Assistance Act was developed to aid homeless persons. It defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

Please contact our district homeless liaison for more information regarding assistance.

Bentworth School District Homeless Liaison: Mrs. Julie Bernini

jbernini@bentworth.k12.pa.us

724-239-4431 ext. 2242

Academics

GRADING SYSTEM

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

Grading Scale	
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 2nd and 3rd twelve week 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 "S" (Satisfactory) or "U" (Unsatisfactory) will be given in Physical Education.

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 an "F."

PROGRESS REPORTS

A progress report must 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 check their child's academic progress by utilizing our online parent portal.

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

HONOR ROLL

High Honors	Honors
All A's in all subjects and an "S" in physical education, etc. Students with "I's" or "U's" will not make the honor roll.	All A's and B's in all subjects and a "S" in physical education, etc. Students with "I's" or "U's" will not make the honor roll.

GPA AND CLASS RANK DETERMINATION

Class rank and final grade point average (GPA) for all grade levels, including grade 12, will be determined at the end of each reporting period. Valedictorian and salutatorian will also be determined at the completion of senior year. The valedictorian(s) will be the student(s) with the highest GPA. The salutatorian will be the student(s) with the second highest GPA. In case of a tie, equal GPA will mean multiple valedictorians/salutatorians. To be included in consideration for Valedictorian and Salutatorian, students must be enrolled at Bentworth High School for a minimum of two (2) years of high school – one (1) being their senior year.

GPA is calculated each reporting period and will appear on the report card. The cumulative GPA, which is calculated starting with the first grading period of the freshman year through the present and is sent to colleges/universities and scholarship committees, appears on the transcript.

PROCEDURES FOR THE CALCULATION OF GRADE POINT AVERAGES

Quality points (QP) will be determined by multiplying the amount of credit earned (available in the curriculum guide) by the quality points for the grade earned.

Grades (Quality pts.)	AP/CHS/Honors Courses (Quality pts)
A (90%-100%) 4	5
B (80%-89%) 3	4
C (70%-79%) 2	3

D (60%-69%) 1	1
F (59%-Below) 0	0

The cumulative quality points will be divided by the total credits for each course in which an A, B, C, D, or F can be earned to achieve a grade point average (GPA). Courses graded on a pass/fail basis (earning an 'S' or a 'U') do not factor into the student's GPA.

Refer to School Policy 214: Class Rank for additional guidelines.

FOR HIGH SCHOOL STUDENTS/ SCHEDULING REQUIREMENTS:

1. 13.5 elective credits must be successfully completed in order to graduate. Students may select from courses in English, Science, Math, Social Studies, World Language, Art, Home Economics, Technology, Music and CTC classes.
2. Students must schedule a minimum of 8.0 credits per year. Students obtaining senior class status are permitted to schedule a maximum of 3 terms of study hall per year.
3. Successful completion of a minimum of 8.0 credits is required to achieve sophomore status. A minimum of 16.0 credits is required to achieve junior status. A minimum of 24.0 credits is required to achieve senior status. All students must successfully pass 1.5 credits of physical education and 0.5 credits of health before receiving their diploma.

The High School Curriculum Guide lists specific course requirements for students in grades 9-12. Copies are distributed to all 8th-11th grade students for scheduling and are also available online and in the High School Office.

Successful course completion requires a minimum grade average of 60%. Students may make up required subjects that they did not pass by:

- ☐ Attending and passing an approved summer school (credit recovery) program.
- ☐ Repeating and passing the subject the following school year.

CREDIT RECOVERY

Information regarding credit recovery courses may be obtained in the High School Office. **Credit recovery courses are designed for students to achieve credit for previously failed courses or to complete prerequisite requirements unavailable during the school year. Credit recovery courses must be pre-approved by the building principal.**

GRADUATION

Requirements for Graduation

Course Credit Requirements

English 5.0 Credits
Math 4.5 Credits (Algebra I is required if not successfully completed in middle school)
Science 3.5 Credits (Biology is required)
Social Studies 3 Credits (Global Studies, US History, and Government/Economics)
PE 1.5 Credits
Health 0.5 Credits
Electives 13.5 Credits
 Technology 0.5 Credits (unless enrolled for 3 years at the Mon Valley CTC)
 Computer Science 0.5 (unless enrolled for 3 years at the Mon Valley CTC)
 Financial Literacy 1.0 Credits
Career and Post-Secondary Exploration 1 Credit
Total 33.0 credits

CYBER EDUCATION

The Bentworth School District offers a cyber education program to students enrolled in our district. If you would like more information regarding this program please contact the building principal.

HYBRID EDUCATION (A COMBINATION OF IN-PERSON AND ONLINE COURSEWORK)

For students wishing to pursue a hybrid-model education, please contact your building principal and refer to the Bentworth High School Program of Studies, Bentworth Cyber Academy Program of Studies, and Bentworth Cyber Academy Handbook for a list of in-person and online course offerings, descriptions, and additional information that may help you in your decision-making and scheduling process.

COMMENCEMENT CEREMONIES

To participate in commencement ceremonies from Bentworth High School, a student **must**:

- ☐ **Successfully complete all course/credit requirements**
- ☐ **Fulfill all other obligations**
- ☐ **Students must attend all commencement practices. Students who miss commencement practices must have a documented medical excuse, court hearing, or death in the family. Excessive unexcused absences may result in loss of commencement privileges.**

The Principal will make the final determination as to which students have met the requirements to participate in the commencement ceremonies. Participation in commencement is a privilege not a right.

GRADUATING WITH HONORS

Following the calculation of the final grades, a senior must have a cumulative GPA of:

- **3.5 or higher to graduate with High Honors**
- **3.0 to 3.5 to graduate with Honors**

GUIDANCE PROGRAM

A student-centered guidance and counseling program is available for all students. Please contact your school's office for additional information.

KEYSTONE EXAMS

The Keystone Exams are tests required for all students completing Algebra I, English Literature and Biology. Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, **students must take the Keystone Exams for purposes of federal accountability**. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

GRADUATION PATHWAYS

1. **Keystone Proficiency Pathway:** Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
2. **Keystone Composite Pathway:** Earning a composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two).
3. **Alternate Assessment Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and one of the following:
 - Attainment of an established score on an approved alternate assessment (SAT(1010), PSAT(970), ACT(21), ASVAB(31));
 - Gold Level on the ACT WorkKeys Assessment;
 - Attainment of an established score on an Advanced Placement Program or an International Baccalaureate Diploma Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;
 - Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
 - Successful completion of a pre-apprenticeship program; or
 - Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
4. **Evidence Based Pathway:** Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including
 - One of the following:
 - Attainment of an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam;
 - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
 - Attainment of an industry-recognized credential; or
 - Successful completion of a concurrent enrollment or postsecondary course; and
 - Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of

successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

5. **CTE Pathway:** For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

More information about the new statewide graduation requirement effective with the graduating class of 2023 is available on the [PDE website](#).

TRANSCRIPTS

Students/parents may obtain an official transcript by completing a transcript request form. Official transcripts will be mailed directly to the post-secondary institution or scholarship sponsor requested by the student/parent. A two week notice for transcript requests is recommended. **Transcripts will contain academic data and test scores ONLY.**

NOTE: Grades and school records will be sent when all financial obligations have been met.

Attendance

Through the enactment of Act 16, the definition of compulsory school age was changed to "the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age. 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.

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

The school does not sanction "skip days." If a student does skip, s/he is considered truant and a citation may be issued.
School approved/sponsored activities (Example: field trips) are not recorded as an absence.

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
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 (Educational Experience)

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.
- ☐ The student must have the education trip request form completed by his/her teachers and return it to the office before leaving on vacation.
- ☐ **Vacations will not be approved during the last two weeks of each Trimester or during Keystone 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 attendance officer in the main office prior to homeroom. 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/illegal absence. Parent notes will be accepted for the first 10 days of school absence (INCLUDING EARLY DISMISSALS AND TARDIES). Medical documentation will be required beyond 10 days (INCLUDING EARLY DISMISSALS AND TARDIES).**

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 6 and 18 are also considered **illegal**.

Excessive Unexcused (illegal) Absences: Unexcused/illegal absences totaling 10 or more days will be considered excessive and can result in a student being placed on **behavioral probation**, as well as, consequences imposed by Pennsylvania Truancy Legislation. Behavioral probation may lead to meeting with school administration, referral to SAP, detentions, suspension from athletics, the musical, other extra-curricular activities such as dances and the prom, as well as revocation of your parking permit. Consequences of behavioral probation are at the discretion of the building principal.

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

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. Secondary students are to report to the office at their dismissal time. Parents/guardians may pick their child up in each school's office after signing their child out. A sign-out sheet is located on the counter in each school office. **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
- ☐ Phone numbers where parents/guardians can be reached

	Charged as Full Day Absence	Charged as One-Half Day Absence
BHS	Leaving prior to 10:59am	Leaving after 11:00am

Students leaving school after 1:15pm of the student day will not be counted as absent, but as an early dismissal and their minutes will be documented. The reason for departure must meet legal requirements for excused absence.

Procedure to dismiss a student who becomes ill:

- ☐ The school nurse will be consulted.
- ☐ The parent/guardian is called. If s/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 sign-out sheet in the school office before exiting the building.
- ☐ If a student is ill, s/he cannot drive home without approval from the school nurse and the parent/guardian.

- Students are not to call by cell phone to their parents directly to arrange for a ride home. They must report to the office for assistance in arranging to go home if ill or the student's dismissal will count as an absence from school.

TARDINESS TO SCHOOL

Students arriving late must first report to the office to sign in. A note explaining the tardiness must be submitted to the office within three days.

	Tardy to School	Charged as One-Half Day	Charged as a Full Day
BHS	Up to 8:30am	8:31am – 10:59am	11:00am – 2:42pm

Upon the 6th day tardy in a trimester period, a student will be placed on behavioral probation. Behavioral probation may lead to meeting with school administration, referral to SAP, detentions, suspension from athletics, the musical, other extra-curricular activities such as dances and the prom, as well as revocation of your parking permit. Consequences of behavioral probation are at the discretion of the building principal. All days tardy count toward this policy including excused days tardy.

Privileges revoked for a trimester period will be reinstated on the first day of the next trimester. Upon the 12th day tardy for the school year, all privileges will be revoked for the remainder of the school year.

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

TARDINESS TO CLASS

Secondary students arriving late to class will be admitted to class. This incident will be documented. Students with passes from previous teachers are to submit them immediately to the receiving teacher. All unexcused class tardies will be reported to the office. Excessive tardiness may result in after school detention.

PROLONGED ABSENCES (for Homebound Instruction)

Students unable to attend school due to serious illness (more than two weeks) may qualify for homebound instruction. Call the guidance office at your child's school for information.

COMMUNITY ASSISTANCE

Secondary students who accumulate 10 absences or at least three illegal absences may be referred to CYS for assistance in improving school attendance. Please call your school's attendance officer 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.
- have the same number of days as those missed to make-up assignments and/or tests.
- must contact their teachers on the day of return to facilitate completion of work missed.
- will receive a failing grade for each assignment and/or test not completed within the allotted time.
- The student is responsible for work at the end of the school year. If missing work is not completed, an "I" for a course grade will convert to an "F".

Students with unexcused/illegal absences can receive a zero 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, s/he must take scheduled tests/quizzes on the day of his/her return from absence.

PHYSICAL EDUCATION (HS)

High School students must make up missed physical education classes. Clarification may be required by medical personnel and building administration regarding students with extenuating circumstances.

REQUESTING HOMEWORK

The call to request homework for students who are absent must be made to the school office by 9:00 am and may be picked up after 2:30 pm.

WITHDRAWAL FROM SCHOOL

In order to withdrawal from school, a student must:

- Schedule an appointment with the building principal and guidance counselor to discuss future educational options.
- Bring a parent/guardian if 18 years of age or younger.
- Bring a parental note if 18 but not emancipated.
- Return all school books and property to the appropriate teacher.
- Pay all fees, empty locker and satisfy all obligations to Bentworth High School.

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:

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

CREDIT LOSS (High School Only)

Students who have **six** unexcused absences or more in a trimester course, **twelve** for a 24 week course or **eighteen** unexcused absences for a full year course may receive no credit for the course. An academic grade will be issued based on performance; however, without credit. Students will not be able to use the course to cumulate the necessary credit for promotion or graduation. The transcript will reflect that credit was withheld due to attendance.

Written notification will be provided to parents that no credit will be issued for the identified courses. Parents shall have the right to schedule an appeal with the Attendance Committee through the principal's office. The conference will be scheduled within 10 school days of the receipt of a written request. If the student has special needs, the psychologist and district liaison must be present. Other members may be present as deemed appropriate. Parents may provide additional documentation or evidence at this time. The decision of the committee will be provided within five school days after the conference.

Appeals to the committee's decision may be made to the principal. The request must be submitted in writing within five (5) school days of the previous decision. The student and parent must provide medical documentation or other evidence to support the request.

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.

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.**

DISTRICT SOCIAL MEDIA

- **Webpage Address:** bentworth.org
- **Facebook Page:** <https://www.facebook.com/BentworthSD/>
- **Instagram:** [bentworthsd_official](#)
- **App Store:** Bentworth School District
- **App Store:** School News by Edlio

Athletics

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

ATHLETIC PROGRAMS		
FALL	WINTER	SPRING
Cheerleading, Football, Girls' Volleyball, Golf, Boys' Soccer, Girls' Soccer	Boys' Basketball, Cheerleading, Girls' Basketball, Wrestling, Unified Bocce	Baseball, Softball, Track

ATHLETIC COURTESY P.I.A.A.

Good sportsmanship is an expectation at all Bentworth 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. The game manager will confiscate non-approved articles.

ATHLETIC PARTICIPATION (includes cheerleading)

ACADEMICS

Grades will be reviewed every Friday for students who are participating in cheerleading and sports. These students **must be passing four one-credit courses** to participate in athletic **scrimmages, events and games**. Students not passing four one-credit courses are placed on probation from Monday through Saturday of the following week.

At the end of each grading period, students who have failed to pass four one-credit courses 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 is passing four one-credit courses, s/he will be eligible to participate in athletic scrimmages and/or games. Final grades will be evaluated for eligibility for fall sports. 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.

ATTENDANCE

Anyone wishing to participate in an extracurricular activities or practice must be in attendance for at least ½ of a school day in order to participate (Please reference charts located in the **School Attendance** section).

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. 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).

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:

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/PHYSICALS (See section entitled "Health".)

Code of Conduct Information

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 school administration. See Appendix B for guidelines for specific disciplinary offenses.**

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 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 disciplinary 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.

DETENTION

Types of Detention

- **Lunch Detention** (Office or Faculty assigned) Faculty members may assign their own lunch detention provided they supervise the student(s) assigned. The office will be notified via a discipline referral form of the offense and corrective action(s) taken.
- **Before/After School Detention**
 - o **Before School Detention occurs from 6:40AM - 7:40AM**
 - o **After School Detention occurs from 2:45PM - 3:45PM**

Detention **will not be scheduled around extracurricular events or employment, transportation, childcare, etc.** Failure to complete the After School Detention 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 (x1274) at the high school in advance of the detention to be served. Transportation to and from detention is the responsibility of the student and parent.

BEHAVIORAL PROBATION (Attendance, Detention, and Financial Obligations)

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. Activities include, but are not limited to games, practices, pep rallies, performances, assemblies, field trips, parties, dances, Homecoming, Prom and Commencement activities. Only field trips that last no longer than the class period will be permitted. Multiple period trips will mean that the student must remain in school and follow their regular schedule. Behavioral probation will result in an immediate loss of driving privileges.

SCHOOL PROBATION

When deemed necessary by Administration, a student may be placed on School Probation. The purpose of this probation is to support the student in improving behavior, following school expectations, and maintaining a positive and respectful learning environment. Parameters of School Probation may include but are not limited to periodic check-ins regarding attendance, grades, and behavior; and progress will be evaluated weekly by the building Principal. Consequences for violating probation will be outlined in the individual student's School Probation Outline.

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 suspension or 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 of 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 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.

Search 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 (i.e., 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. Students need to keep their combinations confidential. Periodic locker inspections will be conducted by the administration without prior notice at any time during the school year. 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.

Vehicle Searches: In order to park on school property, students must complete an application and obtain a permit. Such parking permit is obtained as a matter of privilege, not a right. The school retains the authority to conduct routine checks of student vehicles, which may include the use of a drug/explosive detection dog. Interior inspections will be conducted when the administration has a reasonable suspicion that there are illegal or unauthorized materials inside the vehicle or a school rule has been violated.

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; to promote health and safety within the school setting; and to provide 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 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/INTERNET MISCONDUCT

Prior to use of the Internet, parents and students must read and sign the District Internet User Agreement Form/Card. 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. **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.**

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 file server space utilization by district users.

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

- ☐ Students shall not reveal their passwords to another individual
- ☐ Users are not to use a computer that has been logged in under another student's or teacher's name
- ☐ Any user 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 and students should:

- ☐ Be at the assigned bus stop 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.
- ☐ Do 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 the assigned stop.

Videos 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 director. 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.

STUDENT DISCIPLINE CODE RELATIVE TO BUS TRANSPORTATION		
LEVEL I Minor misbehavior which interferes with the orderly operation of the bus.	BEHAVIORS -Eating on the bus -Creating loud boisterous noise -Running to or on the bus -Standing while the bus is in motion	DISCIPLINARY Conference with the principal Phone call to parent Assigned Seat on the bus Detention
LEVEL II Disruptive or defiant behavior which, while not a direct threat to the safety of others, has serious negative consequences.	BEHAVIORS -Vandalism (requires restitution) -Disrespect toward the bus driver -Leaving the bus without permission -Continued occurrence of Level I behaviors	DISCIPLINARY Conference with the principal Phone call to parent Assigned Seat on the bus Detention Loss of bus privileges (1-3 days)
LEVEL III Misbehavior which harms another person or property and poses a direct threat to safety.	BEHAVIORS -Throwing objects -Opening/tampering with emergency equipment or exit doors -Fighting or Disorderly Conduct on the bus -Continued or severe occurrence of Level II behaviors	DISCIPLINARY Conference with the principal Referral to Guidance Counselor Detention OSS and/or loss of Bus Privileges (4-10 days)
LEVEL IV Criminal Acts	BEHAVIORS -Assaulting the bus driver or another student	DISCIPLINARY OSS (up to 10 days) Citation filed Possible referral for expulsion

Inappropriate behaviors occurring during district transportation or extra-curricular events not mentioned above, such as tobacco use, drug use, fighting, use of profanity, possession of a weapon, indecent exposure, etc. will receive the same discipline as though it had occurred in school.

WALKING TO SCHOOL

For safety concerns, students are not permitted to walk to school unless deemed safe and approved in advance by Bentworth School District administration. Please contact your building principal if you have additional questions.

DRESS CODE (Board Policy 221)

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—Board Policy 237)

Examples: cell phones, tablets, MP3 Players, smart watches, wireless headphones, etc.

The school district is not responsible for personal items that are lost, stolen, or damaged. Students are advised not to bring large amounts of money to school and are prohibited from possessing and/or using items such as squirt guns, lighters and/or tobacco related items, laser pointers and attachments, on school grounds, at school sponsored activities or on buses during the school day.

CELL PHONES (and other digital communication devices)

Students shall not have access to or use personal cell phones and digital communication devices 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.

High School (Grades 9–12)

- Students may bring:
 - a. Cell phones
 - b. Smart watches
 - c. Ear buds / ear phones UNLESS used for school device
- Upon arrival, students must:
 - a. Place their devices in their assigned lockers
- Devices must remain in lockers and “off”:
 - a. For the entire school day
- Devices may be retrieved:
 - a. 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 phones in buildings.
 - Must be placed in main office storage for the 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 the day from the office
- **Third Offense**
 - Device confiscated

- o Placed in office cell phone case for 5 school days
- o Parent/Guardian must pick up the device on the first day

▮ **Beyond Third Offense**

- o Device confiscated
- o Mandatory parent, student, administration meeting
- o Placed in office cell phone/device case daily for the remainder of the semester

(At any point a cell phone is required to be placed in the main office cell phone 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:

- **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:
 - o 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:
 - o Medical needs
 - o IEP/504 accommodations
 - o English Language Learners
 - o 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 SAP. If a student is expelled for making terroristic threats or committing terrorist 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.

UNLAWFUL HARASSMENT (Board Policy 248)

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

PROHIBITION AGAINST 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 cyberbullying.

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 cyberbullying 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.

The Superintendent shall promulgate rules and regulations for bullying in accordance with the Code of Student Conduct.

The Superintendent, in cooperation with principals and other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

The administration shall annually provide the following information with the Safe Schools Report:

1. The Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct shall contain this policy and be disseminated annually. This policy shall be accessible in every classroom. This policy shall be posted in a prominent location within each school building and on the web site.

Complaint/Investigation Procedures

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a teacher, principal or counselor.
2. The teacher, principal or counselor will investigate the alleged conduct.
3. The principal may ask for assistance from the administration in the investigation process.
4. After the investigation, the principal shall prepare a report or receive a written report of the complaint and the results of the investigation; if the investigation report concludes that an incident of bullying occurred, then the principal shall take corrective action consistent with the Code of Student Conduct to ensure the conduct ceases.

Education

Schools may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences/Interventions

A student who violates this policy will be subject to discipline consistent with the Code of Student Conduct. Such discipline may include counseling, parent/guardian conference, detention, suspension, transfer or expulsion. Incidents of bullying may be referred to law enforcement and reported to Children, Youth and Families as an incident of child abuse.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A/ State Board of Education Regulations – 22 PA Code Sec. 12.3/ Board Policy – 218, 233, 248

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 (Board Policy 218.1)

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.

SAFETY

The health, safety and welfare of the students and staff of the Bentworth School District are the responsibility of the entire school community, including the students. Students can assist in ensuring school safety by:

- ☐ 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 (e.g., 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 visitors' pass
 - An outside door is left ajar
 - A suspicious person or vehicle is on school property
 - An unsafe facilities situation exists (e.g., 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

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of 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.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- 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.

DRUGS & ALCOHOL (Appendix A)

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.

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.

SCHOOL GUIDELINES

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 A 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 Team.

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, 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 this school year 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 skill being taught. The PSSA is administered to grades 3-8. Keystone Exams are administered in high school as an end-of-course test. 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 the building principal.

Secondary Level

Screening information is reviewed by a team consisting of a minimum of a classroom teacher, building principal, counselor and school psychologist to determine if adjustments can be made in the child's current program and/or if a multidisciplinary evaluation is warranted. Parents with concerns regarding their student may contact the building principal at any time to request a screening or evaluation. The request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form.

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

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: parents, building principal/LEA, a special education teacher and a regular education teacher. Other team members may include: 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 with 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, contact Mrs. Marcia Stowinsky at:

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

Parent Resource

The Southwestern Local Task Force of Parents- Educators Supporting Students is to serve in an advisory and advocacy role to protect the rights of students with special needs; encourage cooperation among public and private agencies; accentuate the positive; and act as a catalyst enhancing collaboration in education. Any interested person or parent of a student with a disability may attend any of the regularly scheduled Task Force meetings. It is not necessary to be a member to attend, and no advance notice is necessary. You are always welcome. CALL 1-800-328-6481, ext. 205

General Information

ARRIVAL AT SCHOOL

- ☐ Students must be in their homerooms by 7:40am or will be marked tardy.
- ☐ Upon arrival at school, students must report directly into the school building and remain in the building designated area until the first bell rings.
- ☐ After the first bell, students may go to their lockers and then homeroom.
- ☐ Students must use the main front entrance when entering and exiting the building.
- ☐ Students who drive must exit their vehicle and enter the building upon arrival.
- ☐ Students that arrive after 7:40am must report directly to the high school office and sign in tardy. A note should be brought in explaining the reason for the student's tardiness.

ASSIGNMENT OF STUDENTS TO CLASSROOMS

Secondary students are randomly assigned to classes based upon course selection. The intent is to heterogeneously mix classrooms. As a result, parent requests for specific teachers for their children will not be honored.

LUNCH PRICES

A **standard** student breakfast and student lunch will be provided to all students at no cost.

The cafeteria personnel are eager to serve you. Please direct any suggestions or concerns to **Mrs. Brenda Wineland, Director of Food Services**. If you are interested in paying your child's cafeteria account on-line, please visit the district's website and look for **School Cafe**.

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.

CHANGE OF ADDRESS/PHONE NUMBER/E-MAIL

All emergency card information is to be completed and/or updated the first week of school in Skyward, our Student Management System. 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.**

STUDENT EMAIL

Each student will have a Bentworth e-mail address. It is imperative that students check their school email regularly, as this method of communication will be utilized for announcements and general information.

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).

DRIVING & PASSENGER EXPECTATIONS

Parking a vehicle on school property is a privilege not a right. Students must obtain permission to drive a vehicle to school or be transported by another student. Driving and riding permits are available first to seniors on a first-come, first-serve basis, then to underclassmen. Students must complete the Driving Permit Request form available in the high school office and pay the \$30.00 cash fee, show driver's license and provide proof of insurance. Students are not permitted to go to their vehicles during school hours without principal approval. Any driver who has a failing grade may lose their driving privileges. A student may not be a passenger in the vehicle of a student driver unless that student completes the Passenger (Non-Family) Request form and is granted

permission (**SEE STUDENT DRIVING HANDBOOK**). One-day or short term driving/riding passes can be obtained by contacting the high school Principal at least one day prior to the requested day. Emergency driving situations must be approved by the Principal .

EMERGENCY PROCEDURES (FIRE, WEATHER, LOCKDOWN, ETC.)

Specific instructions will be given in each class as each procedure occurs.

- ☐ When the alarm is sounded or an announcement is made, remain calm. Work will cease immediately unless directed otherwise.
- ☐ Exit by the designated route.
- ☐ Walk quickly, quietly (no talking) and pay strict attention to the teacher's directions.
- ☐ Teachers are the last ones to leave the room.
- ☐ Students will remain in the re-assembly area outside of the building until further directions are given.
- ☐ **For safety purposes, students should face away from the building.**
- ☐ Teachers will take roll, perform other required duties and report attendance to the designated supervisor.

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.

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 administration will determine the number of adult chaperones. It may vary depending on the type of field trip and grade level of students.

FUNDRAISERS

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.

HALL PASSES

Students who request to leave a classroom, study hall or other area must have their passes signed by the teacher in charge. The hall pass must include the teacher's signature, time of release and destination. When students return, they must present their passes to the teacher. In addition, each student must fill out the classroom "Sign-In/Out" sheet when leaving and returning.

LOCKERS

Each high school student is assigned a lock and a locker at the beginning of each year. Students are responsible for all items found in their locker. Lockers or locker combinations are not to be shared. Lockers must be kept clean and organized. Nothing may be permanently attached to the locker inside or out. Report damaged locks and lockers to the office. Problems with locker security should be reported to the office immediately. Lockers are school property and may be searched or reassigned by school personnel. As the Bentworth School District owns the student lockers, there is no expectation for privacy on the part of the student regarding the searching of a locker.

MEDIA CENTER

Each school library offers students and teachers recreational reading and reference materials, as well as access to the Internet. Students who choose to go to the library during study hall or as part of a classroom assignment must:

- ☐ Report directly to the library when dismissed from class
- ☐ Remain quiet and be respectful of others in the library
- ☐ Following the library's sign-in/sign-out procedure

OBLIGATION NOTICES

Students are required to make financial restitution for lost, stolen, or damaged materials (e.g., textbooks, instructional materials, supplies, equipment, etc.) belonging to Bentworth School District. If an obligation is not fulfilled, the student's diploma and/or transcripts 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 about their child's education or welfare. Conference appointments may be arranged by calling the teacher and leaving a voicemail message or sending an e-mail. Phone numbers and emails are listed on the high school website.

POSTERS/CIRCULARS/FLYERS

Posters, circulars, flyers or other materials may not be placed, posted or distributed in the school unless approval is obtained from the Principal.

STUDENT PICTURES/YEARBOOK

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

STUDENT ACTIVITIES

Marching Band and Auxiliary	Jazz Band	Academic League
STEM Club	Musical	Study Travel
FBLA	Varsity Club	Trap Club
Leo Club	Environmental Club	Yearbook Club
National Honor Society	Peer Jury	Library Helpers
Student Council	Junior Council	Senior Council
SWE	B.E.A.R.C.A.T.S Gaming Club	Bearcat Buddies Club

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.**
- ☐ **Are scheduled for detention during activity.**

Clubs and activities have varying standards for admission. Announcements concerning clubs and activities will be made throughout the school year over the intercom system or by poster. Clubs may establish by-laws to include regular meeting dates and criteria for the election of officers. A copy of the by-laws is to be on file in the principal's office. All club activities/ projects must be submitted in writing to the principal for approval.

NATIONAL HONOR SOCIETY

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Bentworth High School.

Membership in this chapter shall be based upon Scholarship, Service, Leadership, and Character.

Students must first meet the Scholarship criterion to become a candidate for membership. Candidates shall be members of the junior or senior class. Students must have a cumulative scholastic average of 3.6000 from grade nine through the first trimester of grade eleven (seven trimesters) or through the first trimester of grade twelve (ten trimesters). Candidates must be enrolled in a minimum of one weighted course in eleventh and twelfth grade.

Candidates shall then be evaluated by a selection committee on the basis of Service, Leadership, and Character. Service involves voluntary contributions done without compensation. Student leaders are those that are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. A student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others. Students will complete an information portfolio with artifacts to assist in the fair consideration of your candidacy. Completion of the information portfolio with artifacts does not guarantee selection.

STUDENT ASSISTANCE TEAM (SAP TEAM)

The high school maintains a Student Assistance Team of trained staff members that meet regularly 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 underscores the parents' 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.

STUDY HALLS

Study hall is a quiet time for schoolwork purposes. Students must come prepared with written and/or reading materials and be productive. Study hall activities are to be academic in nature.

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 visitors identification tag, students must tell a faculty member immediately.** The faculty member will immediately report the occurrence to the office.

VISITOR PARKING

Visitor parking is provided at each school building. Visitors (including parents) may not park along the front curb areas, in bus lanes or in handicapped parking spaces without handicapped plates or proper identification.

Health

SCREENINGS

The school nurse's office is provided so that every student can benefit from its services. 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 and must be returned to the homeroom teacher.
- ☐ Any student with a health problem (e.g., 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.
- ☐ If the nurse's office health room is closed, students should report to the office. The nurse is scheduled at the high school on Monday, Wednesday, and Thursday. She is scheduled at the middle school on Tuesday and Friday. Nursing services are available at the elementary center Monday through Friday.
- ☐ 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, diabetics, 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 (e.g., 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. 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 judgment. 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 in ALL grades (K-12) need the following vaccines:

3 doses of tetanus*	3 doses of diphtheria*	3 doses of polio	2 doses of measles**
1 dose of mumps**	1 dose of rubella (German measles)**		

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 that:

- 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 (ie., guest chef, field trip to a farm or farmers' market, etc.)

Please contact the Food Service Director or the School Nurse if you have questions concerning nutritional guidelines.

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.

If you have any questions, please contact the Director of Buildings and Grounds/Transportation.

Acceptable Use of Technology Resources

Policy Number 815-Prior to use of the Internet, parents and students must read and sign the District Internet User Agreement Form/Card. Each school office will maintain completed forms.

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 have 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:\\

1. To facilitate illegal activity, including unauthorized access and hacking.
2. To promote commercial or for-profit purposes.
3. To perform nonwork or non school related work.
4. To conduct product advertisement or political lobbying.
5. To conduct or participate in bullying and/or cyberbullying.
6. To produce or distribute hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. To conduct unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To access, transmit and/or store obscene or pornographic material.
9. To use inappropriate language or profanity on the network.
10. To transmit material likely to be offensive or objectionable to recipients.
11. To intentionally obtain, modify, and/or destroy files, passwords, and data belonging to other users or integral to the system or network operations.
12. To impersonate another user, anonymity, and pseudonyms.
13. To load or use unauthorized games, programs, files, or other electronic media.
14. To disrupt the work of other users.
15. To destroy, modify, or abuse computer networks, peripheral hardware or software.
16. To quote personal communications in a public forum without the original author's prior consent.
17. 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.
18. 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.
19. To intentionally vandalize district technology resources, data, Internet, or network.
20. 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, vodcasts, 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 cyberbullying 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.

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, I would like to provide you with some key information regarding our use of third-party Google apps:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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 applications in use:

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

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.

Appendix A Bentworth School District Sec. No. 227-AR

SITUATION/ CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATIO N 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 the 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 the first offense, follow the student Code of Conduct for defiance and/or the appropriate category below. If not a legitimate prescription, appropriate situational categories 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.		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.
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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.
						Referral to SAP team or 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.	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 for expulsion.
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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.
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	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

					responsibility of the parent.	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.
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	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.

Appendix B 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 21-22 of Handbook.	See pages 21-22 of Handbook.	See pages 21-22 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; Referral to SAP.
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	OSS/ Possible referral	Possible referral for formal	Possible criminal

	vandalism/tampering or destroying school property	for formal hearing for expulsion	hearing for expulsion	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
3	Any violation of the criminal code	OSS/ Possible referral for formal hearing for expulsion	OSS/ Possible referral for formal hearing for expulsion	Criminal charges

Student's Homeroom: _____

Bentworth High School

2026-2027

Signature Page of Student Handbook

As a student of Bentworth High 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 High School.

Signature of Student

Date

Signature of Parent/Guardian

Date

***This signature page must be returned to Bentworth High 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.