



Bethlehem Central High School
2025-2026 Student Handbook

Student Handbook Table of Contents

BETHLEHEM CENTRAL HIGH SCHOOL DIRECTORY	6
BETHLEHEM CENTRAL HIGH SCHOOL DAILY SCHEDULE	9
ASPEN	11
BOARD OF EDUCATION	11
OFFICE OF STUDENT SUPPORT SERVICES	11
Counseling Services at the High School	11
Pupil Study Team	12
School Social Workers	12
Behavior Specialists	12
Committee on Special Education	12
MEDICAL SERVICES	13
Medication Policy	13
Physical Exam Requirement	14
Body Mass Index	14
Immunization Requirements	14
Dental Certificates	14
School Health Screenings	15
Dismissal for Illness or Injury during School	15
The Dominic Murray Sudden Cardiac Arrest Prevention Act	15
Insurance	15
Sports Information for Secondary Students	15
ACADEMIC INFORMATION	17
Academic Averages	17
Course Load	17
Course Registration	17
Course Schedule Changes	17
Diploma Requirements	17
Academic Supports	17
Course Failures	17
Grades	18
Grade Explanations	18
Homework	18
Making up Assignments	18
Honor Roll	18
Incompletes	18
Plagiarism and Cheating	19
Student Assistance Time	19
Student Records	19
Tests and Examinations	19
GENERAL INFORMATION	19

Acceptable Use Policy	19
One-to-One Device Program Guidelines	20
Cell Phone Use in Classrooms	22
Custody Issues	22
BCHS Morning Announcements	22
Dress Code	22
Dignity for All Students Act	22
Discipline	22
Extracurricular Activities	23
Emergency Closings	24
Faculty Workroom	24
Lockers	24
Lost or Damaged School Materials	24
Lost and Found	24
Middle School	24
National Honor Society	25
Open House	25
Religious Holidays	25
School Resource Officer	25
School Safety Procedures	25
Emergency Notification	26
Fire Alarms and Drills	26
Go Home Drill	26
Visitors to School	26
School Store	26
Student Searches	26
STUDENT PRIVILEGES	27
Auditing Classes	27
Early Release Pass	27
Free Periods	27
Extracurricular Organizations and Clubs	27
Late Arrival	28
Library Media Center	28
Parking	28
Pass System	28
Student Center (Cafeteria)	28
Volunteer Service	28
School Dance Guidelines	28
Senior Privileges	29
Senior Off-Campus Pass	30
Loss of Senior Privileges	30

Student Publications	30
Surveys	30
Tobacco Policy	30
Transfers/Moving	30
TRANSPORTATION	30
Transportation Policies and Safety Procedures	31
Medications on the Bus	31
Transporting Items to School	31
Transporting Large Objects and Musical Instruments	31
Lost Articles	32
Transporting Service Animals (guide dogs or companion animals)	32
Security	32
Bus & Pedestrian Safety	32
Proper Crossing Procedures	32
Parents' Safety Responsibilities	32
Drivers' Responsibilities	33
Bus Riders' Responsibilities	33
Pedestrians' Responsibilities	34
USE OF FACILITIES	34
WORKING PAPERS	34
SCHOOL BREAKFAST AND LUNCH PROGRAM	35
Cafeteria Information	35
Free and Reduced Price Meal Information for 2025-26	36
SUMMARY OF STUDENT CODE OF CONDUCT	36
Part 1: Introduction	36
Part 2: Definitions	36
Part 3: Essential Partners	36
Part 4: Student Rights and Responsibilities	36
Part 5: Prohibited Student Conduct	37
Part 6: Academic Integrity	37
Part 7: Standards for Student Conduct	37
Search and Seizure:	37
Part 8: Computer and Internet Acceptable Use Regulation	38
Part 9: Student Dress Code	38
Part 10: Prohibition of Gang Activity, Fraternities, and/or Sororities	39
Part 11: Transportation	39
Part 12: Athletic Code	39
Part 13: Procedures for Addressing Student Misconduct & Violations of the Code of Conduct	39
Removal of a Disruptive Student from the Classroom:	40
Part 14: Disciplinary Consequences and Sanctions	40
Part 15: Discipline of Students with Disabilities	40

Part 16: Prohibition of Corporal Punishment	40
Part 17: Visitors to the School	41
Part 18: Public Conduct on School Property	41
ANNUAL DISTRICT NOTIFICATIONS	41
Annual Professional Performance Review (APPR)	41
Asbestos Management Plan	41
Child Abuse Hotline	41
Discrimination, Harassment, Hazing and Bullying	41
Grade Promotion and Placement	41
Idling School Buses on School Grounds	42
Instructional Technology Plan	42
Integrated Pest Management	42
Lead Testing in Schools	42
Non-Discrimination Policy	42
Student Privacy and Student Records	43
Student Directory Information in Publications/Media	43
Parents Bill of Rights: Education Law §2-d Bill of Rights for Data Privacy and Security	44
Additional Student Privacy Information	44
Release of Student Information to Military Recruiters, Colleges	45
Online Learning Platforms – Privacy Best Practices	45
Teacher Qualifications	45

BETHLEHEM CENTRAL HIGH SCHOOL DIRECTORY

Bethlehem Central High School

700 Delaware Ave. Delmar, NY 12054

Contact Information

Bethlehem Main Office Phone #: 518-439-4921

Bethlehem High School Fax #: 518-439-2837

You may visit our website at: www.bethlehemschools.org or

You may log in or sign-up for **ParentSquare** by going to: www.parentsquare.com/signin

Board of Education

Holly Dellenbaugh, President

Meredith Moriarty

Lauren Grasso

Ewan McNay

Katherine Nadeau

Robert Tietjen

John Walston

Administration

Jody Monroe, Superintendent

David Hurst, Deputy Superintendent of Schools

Nick Insogna, Director of O&M

John McPhillips, Chief Business and Financial Officer

Douglas Morrissey, Director of Special Education

Ellen Dorato, Transportation Director

Erin Sheevers, Chief Technology Officer

FACULTY AND STAFF ROSTER

Principal

David Doemel

Assistant Principals

Heather Culnan: Grade 9

Kimberly Sparkman: Grade 10 and Grade 11 (A-K)

Sean Graney: Grade 11 (L-Z) and Grade 12

Department Supervisors

William Clairmont

Jennifer Gonyea

Daniel Hash

Kurt Hassenpflug

Christopher Jantson

Melanie Painter

Jim Smith

Dena Sanders

Zachary Tacelli

Math/Computer Science

Science/Technology Education

English Language Arts

World Languages

Music

Art

Social Studies/Business

CSE Chairperson

Physical Education/FACS/Health

Director of Athletics & Wellness

Len Kies

Art – Melanie Painter/ Supervisor

Debra Anderson

Corey Fong

Marielle Martin

Alexandra Palmer

Bethlehem Extended Education Program (BEEP)

Liz Colloton (Program Coordinator)

Family and Consumer Science – Zachary Tacelli/ Supervisor

Lindsey Bradt

Career & Technology Education – Jennifer Gonyea/ Supervisor

Andrew Cancio

Eric Fana

Lou Jada

Kevin Shannon

Counseling Center – Kristen Connor/ K-12 Counseling and Social Work Supervisor

Tyler Anderson

Deb Grimaldi-Zeh

Kate Burkart

Kara Kowalski (Student Assistance Counselor)

Liz Colloton (BEEP)

Chynna Smith

Ryan Donlon

Aerial White (Social Worker)

Darnell Douglas

English – Daniel Hash/ Supervisor

Joseph Boyle

Stacey Hudecek

Erika Russo

Elizabeth Edgar

Rick Leach

Alicia Sharp

Paul Fogle

Joseph Macaluso

Sarah Trombadore

Gretchen Gigante

Trish Piccini

Eileen Turo

Steve Guilfoyle

Andrew Rickert

Mathematics and Computer Sciences – William Clairmont/ Supervisor

John Carlino

Jessica Hallock

Rachel Noonan

Catherine Drake

Kirsten Hynes

David Scheid

Rachel Dorr

Jill Lenahan

Ben Spain

Karen Gentile

Maryann Lynch

Andrea Turner

Library Media Center- Erin Sheevers/ Supervisor

Kristy Eldeen

Justine Nigro

Music – Mr. Christopher Jantson/ Supervisor

David Beck

Jason Dashew

Patrick Beauregard

Physical Education – Zachary Tacelli/ Supervisor

Danielle Blanchard

Sean Danahy

Matthew Rehbit

Sharee D'Amour

Nathan Farley

Health – Zachary Tacelli/ Supervisor

Holly Mahon

Thomas Maldonado

Science – Jennifer Gonyea/ Supervisor

Georgios Athanassiadis
Adam Ayers
Kelly Babic
Olivia Cauthorn
Erin Engelson
Charles Evans

Donna Graves
Nathan Forrest
Jamie Rowe
Lisa Kniffin
Adrienne Ladd
David Lendrum

Caitlin Lentlie
Thomas Nicholas
Rachel Rehbit
Mary Beth Spath
Kallie Yeager

Social Studies – Jim Smith/ Supervisor

Pam Clark
Stephanie Cook
David Coughlin
John Deer
Heather Fowler
A.G. Irons
Janey Julian
Preya Krishna-Kennedy

Sienna LeDuc
Jason Majewski
Mayur Patel
Peter Randazzo
David Rounds
Jessica Weimer
Alicia Wilson
Anthony Wilson

Business Education - Jim Smith/ Supervisor

Zachary Frese

Special Education & Student Services – Dena Sanders/ CSE Chairperson

Jessica Brown
Jessica Gallo, Speech
Jennifer Hackett
Bill Hogan
Lindsay Knott
Emily Lemieux, Psychologist
Moiria Mascelli, Psychologist

Matt Melnikoff
Jennifer Mills
Sean Mooney
Kim Panaro
Amy Pierce
Caitlin Young

World Languages – Kurt Hassenpflug/ Supervisor

Michele Atallah
Hailey Cook
Elizabeth DeVanzo (ENL)
Sara Herrero

Evelyn Ledezma
Michael Mitchell
Shana Pellitteri
Jessica Westervelt

Health Office

Christin Maycrink

Amy McClain

Ashley Moak

NON-INSTRUCTIONAL STAFF ROSTER

Clerical Staff

Melissa Appleby - Athletics, PE, FACS, Health
Leigh Alexander - Counseling Center
Karen Ballard - Counseling Center
Rhonda Bohl - Principal's Secretary
Laura Crandall - Asst. Principal's Secretary
Christine DiCarlo - District Copy Center

Lisa Gifford - Secretary Supervisors' Office
Barbara Heineman - Library Media Center
Cathy Lee - HS Registrar
Kayla Salisbury - Asst. Principals' Secretary
Lucianna Rizzo - Attendance Clerk
Lisa Vasto - Health Office

Cafeteria - Claire Groudine/ Food Services Director

Connie Bruff
Heather Comparetta
Manon Desjardins, Food Service Technician
Nicole Derucher
Mandy Hamm, Cook
Kim Hempstead

Susan Olthoff
Rebecca Poole
Svitlana Ramos
Thomas Scanni Sr.
Emily Thornton

Classroom Aides

Taylor Batchelder
Melvin Brown
Ayoub Dounane
Robert Franz
Shannon Kelley (BEEP)

Terri Kleinke
Angelina LaSure
Susan Lenegar
Maureen Maksuti
Lori McCallister

Stacey Ridgway
Diane Schrempf
Janet Wright

Custodians – George Petruska/ Head Custodian

Arthur Albert
Dean Brady
Hector Flores-Hernandez
Georgette Knott-Defoe
David Lopez
Carlie Padilla

Brianna Rarick (Evening Custodial Supv.)
Justin Santaski
Rashamer (Rosh) Shorter
Duane Sweet (AM)
TBD (AM)

School Monitors

Art Alverson
Marylee Conway (LMC)
Janice Crookes (Front Entrance)
Keith Dubray
Laura Empie
Zhara Esmaeili-Jooladi (Cafeteria)

Jessica Fugitt (Cafeteria)
Lori Salisbury
Bobby Smith
Laurie Vandenburg (Cafeteria)
Theresa Wood (ISS/RSH)

BETHLEHEM CENTRAL HIGH SCHOOL DAILY SCHEDULE

HS Daily Bell Schedule	
44 minute class / 5 minute pass	
Homeroom	7:35 - 7:40
1	7:40 - 8:24
2	8:29 - 9:13
3	9:18 - 10:02
4	10:07 - 10:51
5	10:56 - 11:40
6	11:45 - 12:29
7	12:34 - 1:18
8	1:23 - 2:07
Extra Help/Activities	2:15 - 3:00

Marking Periods

Q1: September 04 - November 11

Q2: November 10 - January 23

Q3: January 26 - April 17

Q4: April 20 - June 25

Report Cards

November 14

January 30

April 24

June 26

Interim reports will be posted on ASPEN for all students about halfway through each marking period.

ASPEN

All interim reports and report cards will be posted to Aspen. In addition, many will be posting assignments that are classroom-specific. Teachers have been working to incorporate the use of Aspen into their classroom practices. Individual teachers may provide more information than others.

Aspen uses advanced encryption technology, similar to that used by banks to protect financial data, to ensure your child's information remains confidential. The system is carefully configured to ensure that your child's information can only be accessed by you and authorized school personnel. Additionally, all end users, including teachers and staff, receive comprehensive training on accessing personally identifiable information (PII) and securing sensitive data.

BOARD OF EDUCATION

The Board of Education, representing all district residents, is the governing body of the school district. The Board comprises seven members who are elected by district residents and receive no remuneration. Members serve three-year terms of office, with two or three seats up for election each year at the time of the Annual School District Budget Vote (third Tuesday in May). Beginning in 2025-26, there will be 1-2 non-voting student members of the Board, who are selected through an application process at the high school.

Regular public board meetings are generally held on the first and third Wednesday evening of every month, starting at 7:00 p.m. Additional meetings are typically added in February and March for budget development. Please check the district website (<https://www.bethlehemschools.org/board-of-education/board-meetings/>) or school notices for any meeting date changes.

District residents interested in contacting the Board of Education may write to the Board in c/o Educational Services Center, 700 Delaware Ave., Delmar, NY 12054. The Board also has an email address, boe@bethlehemschools.org. E-mails received at that address will be forwarded to all Board members upon receipt. Individuals who have specific school, program or department related questions or who require an immediate response should contact the relevant school or department directly.

ATTENDANCE POLICY

Students are allowed five unexcused lates per quarter. At the sixth late, the student is referred to an Assistant Principal for disciplinary action. Consequences may include:

- After school detention
- Lunch detention
- Suspension of privileges for grades 11-12
- Further consequences may apply as per the Code of Conduct

[Attendance Policy 5100](#)

OFFICE OF STUDENT SUPPORT SERVICES

The Office of Student Support Services provides a wide range of services for students in the district including support services in general education and special education services. Services available to students include the following:

Counseling Services at the High School

Phone: (518) 439-4921, x2950

Fax (518) 478-0783

School Counselors are available throughout the year to help students with academic, social, and emotional concerns. Our goal is to help guide each of our students to reach their potential in all areas by providing a variety of activities and programs to advise students throughout their high school career. We look forward to working with you and your child and to a successful and productive school year.

[Counseling Center \(on the web\)](#)

Pupil Study Team

Each school's Pupil Study Team, led by a school assistant principal, meets to discuss and make recommendations for students who require additional support. Team members can include the assistant principals, social workers, school counselors, nurses, psychologists, behavior specialists and others as appropriate.

School Social Workers

Social workers provide individual and group counseling and case management services and make recommendations for students' behavior management plans.

Behavior Specialists

Behavior specialists conduct in-depth analyses of a student's behavior and develop behavior management plans to assist students in being available to learning.

Committee on Special Education

Besides these services, referrals can be made to the Committee on Special Education if a student is suspected of having a disability. The committee arranges for an evaluation of the student's abilities and needs. Based on the evaluation results, the committee decides if the student is eligible to receive special education services and programs. Parents/guardians are members of this committee. For more information on these services, please call the Student Support Services (SSS) Dept. at 518-439-8886. You can also request a copy of *Special Education in New York State for Children Ages 3-21: A Parent's Guide* by contacting SSS.

Test Dates and Information

PSAT Information for Juniors

The Preliminary SAT/National Scholarship Qualifying Test (PSAT/ NMSQT) will be administered at Bethlehem Central High School this year on **October 11, 2025**. All juniors planning to apply for college admission should take this test. The PSAT is a shortened version of the SAT I (Scholastic Assessment Test) and serves as a preview for students taking the test. Typically, juniors take the SAT I once in the spring of grade 11 and again in the fall of grade 12. The PSAT is also used for the National Merit Scholarship competition. Nationwide, the top 50,000 scores put students in a selected group qualifying them either as semi-finalists or commended students. Some students win college scholarships in this competition.

A letter outlining this exam and registration details will be distributed to Grade 11 students via ParentSquare in September.

@BC 7:45 am	Anticipated Date	Test	Registration Deadline	Late Registration Deadline
	August 23, 2025	SAT	August 8, 2025	August 12, 2025
	September 13, 2025	SAT	August 29, 2025	September 2, 2025
*	October 4, 2025	SAT	September 19, 2025	September 23, 2025
*		PSAT/NMSQT		
*	November 8, 2025	SAT	October 24, 2025	October 28, 2025
*	December 6, 2025	SAT	November 21, 2025	November 25, 2025

@BC 7:45 am	Anticipated Date	Test	Registration Deadline	Late Registration Deadline
*	March 14, 2026	SAT	February 27, 2026	March 3, 2026
*	May 1 - May 16, 2026	AP Exams		
*	May 2, 2026	SAT	April 17, 2026	April 21, 2026
*	June 6, 2026	SAT	May 22, 2026	May 26, 2026

*=Test held at Bethlehem Central High School.

Students with a 504, IEP or Declassification Plan

A student who receives testing modifications who wants to use them for the SAT and/or ACT must apply directly to those testing agencies for approval well in advance of the test dates. Please refer to www.collegeboard.org, www.actstudent.org, and your school counselor for more specific information.

SAT and ACT Registration

Students must register online by the deadline date. For SAT registration, go to www.collegeboard.org. Visit this website for more information about SAT I & SAT II. Register to take the ACT @ www.actstudent.org.

NCAA Registration

NCAA registration forms are available online only at www.ncaaclearinghouse.net.

MEDICAL SERVICES

School health services in BCSD are provided by professional registered nurses. Our school nurses have a multi-faceted role within the school setting, one that supports the physical, mental, emotional, and social health of students and their success in the learning process. Our nurses provide a variety of school health services, functions and programs. These services are based upon current evidence, best practices, and professional school nursing standards.

Emergency Contact Health Information in Aspen

Parents are required to provide emergency contact information, which may include friends or relatives to be called in case of illness or injury if the parents cannot be reached. It is important to inform the school in writing of changes to this emergency contact information.

The information the district currently has on file for your student(s) can be viewed in Aspen. Please review this information and provide any updates to District Registrar Marina Bender, via email, at mbender@bethlehemschools.org. If the district is unable to reach you, the school may not release your child to anyone other than the person or persons listed in case of emergency.

Parents are also required to provide updated health information on a separate form. This includes allergies, medications, (both prescription and over-the-counter medications), and recent health information. The form is available on Aspen. This health information should be returned to your child's school nurse. All information is kept on file by the nurses only.

Medication Policy

New York State Education Department Guidelines state that ALL medications dispensed at school, **including over-the-counter medications**, require the following:

1. Written order from your child's physician stating the name of the medication, dosage, frequency and time of administration;
2. Written statement from the parent or guardian requesting administration of the medication in school; and

3. Delivery of the medication to the health office by parent or guardian in a properly labeled “original” / pharmacy container.

At the secondary level, emergency medications **only**, such as EpiPens and inhalers, can be carried by those students who are determined to be self-directed with written orders from the student’s medical provider. BCSD medication forms can be found on the district website:

<https://www.bethlehemschools.org/departments-services/health-and-wellness/>

Physical Exam Requirement

A physical exam is required for all children entering this school system for the first time and for all children entering grades K, 1, 3, 5, 7, 9, and 11. Proof of this exam must be a signed physical appraisal form from a New York State licensed medical provider. (A physical exam performed within the 12 months prior to the start of the school year is acceptable. All forms are due by the first week of October.) If such an examination is not provided, the school is required by law to provide the exam at the school’s expense. We prefer that parents make appointments to have the family doctor complete the physical as he/she will perform a more complete physical exam and will give the required immunizations.

A Physical Appraisal Form can be found here:

<https://www.bethlehemschools.org/wp-content/uploads/2023/04/NYS-Health-Exam-Form-2023.pdf>

Body Mass Index

As part of a required school health examination, a student is weighed and his/her/their height is measured. These numbers are used to figure out the student’s body mass index or ‘BMI.’ The BMI helps the doctor or nurse know if the student’s weight is in a healthy range or is too high or too low.

New York State Education Law requires that BMI and weight status group be included as part of the student’s school health examination. Each year, a sample of school districts are selected to take part in a survey by the New York State Department of Health (DOH). When surveyed, only summary information is sent. No names or information about individual students are sent. However, you may choose to have your child’s information excluded from this survey report. If you would like to do so, download the opt-out form from our website and return it completed to the school. BCSD “Childhood Obesity Reporting Opt Out” form can be found on the district website,

<https://www.bethlehemschools.org/departments-services/health-and-wellness/>

Immunization Requirements

BCSD requires proof of compliance with Public Health Law 2164 before your child may enter school. An acceptable proof of immunizations is a healthcare practitioner record, signed by a practitioner licensed in New York State.

Records acceptable without a signature include: NYSIIS Record; Official registry from another State; Official record from a foreign nation, Electronic health record; School health record, (must be transferred directly from one school to another).

Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or all three serotypes of polio antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella. Please be advised that students not in compliance with the required immunization requirements, or those lacking proof of satisfactory progress toward completion, will be excluded from attending school until adequate proof is submitted.

For specific grade-level immunization requirements, visit https://www.health.ny.gov/publications/2370_2026.pdf

Dental Certificates

New York State Education Law 903, Chapter 281, permits schools to request a dental examination report for all newly enrolled students, and for students in grades K, 1, 3, 5, 7, 9, and 11. Dental Health Certificates are to be completed by a parent or guardian and the child’s dentist. Completed certificates should be sent to your school nurse. Dental Screening Forms can be found on the Bethlehem District website:

School Health Screenings

New York State Education Law, (Article 19, Section 905), and the Commissioner's Regulations, Section 136.3, requires that schools provide the following health screenings:

- Vision Screening for color perception, distance, and near vision acuity as well as hearing screening will be required for new entrants within 6 months of admission to school.
- Distance and near vision acuity will be required for all students in grades K, 1, 3, 5, 7, and 11.
- Hearing screening will be required for students in grades K, 1, 3, 5, 7, and 11.
- Scoliosis screening will be required in grades 5 and 7 for girls and grade 9 for boys.

Parent(s) will be notified of any concerns involving their child's screening(s) in writing. School health screenings will be documented in each student's school health record.

Dismissal for Illness or Injury during School

All students who are ill or injured must be dismissed through the health office. Students are encouraged to report to the health office any illness or injury that occurred at school. This will ensure proper care and insurance claim processing in the case of injury. Students who become ill during the school day are to be dismissed through the health office only. Parents are expected to make arrangements to have their ill or injured child picked up at school. Students are not permitted to walk home if they are ill.

The Dominic Murray Sudden Cardiac Arrest Prevention Act

Students who display signs and symptoms of pending sudden cardiac arrest during athletics or physical activities must be removed from such activities and receive clearance from a health care provider. [Learn more about the Dominic Murray Sudden Cardiac Arrest Prevention Act.](#)

Insurance

The district carries accident insurance for all students in grades K-12. The insurance plan provides excess, or secondary, coverage. In the event of accidental injury to a student, parents should first submit the claim to their own health and accident carrier. If the claim is not payable or is in excess of the coverage provided, the remainder is submitted to the school plan for payment.

Sports Information for Secondary Students

Interested students must sign up to participate in the athletics program through the health offices at the middle and high school. To this end, the Bethlehem Central School District has started using online sports registration through Arbiter (formerly Family ID). Arbiter is a secure registration platform that will offer families an easy, user-friendly way to register for athletics, and helps make the process more efficient with less printing and less paper. You can learn more about the new system and set up your Arbiter profile now to register or prepare for the registration process.

- [Visit/bookmark the Arbiter website.](#)
- [Watch a video tutorial: How to Sign Up for a Program Using Arbiter](#)
- When you register through Arbiter, the system keeps track of your information in your Arbiter profile. You will be able to enter your information only once for each family member for multiple uses and multiple programs.

To help you prepare for the online sports registration, please be sure to have the following information readily available so that your sign-up experience is a positive one:

- Copy of your student's most recent physical dated August 1, 2024 to present
- Authorization for Administration of Medication form (if applicable)
- Information for two emergency contacts
- Student's physician contact information

- Student's dentist contact information
- Student's medical history

If parents or students have any questions, (ie. deadlines, etc), please contact the athletic office or your school nurse:

BCHS

Christin Maycrink, Amy McClain, Ashley Moak

bchshealth@bethlehemschools.org

Phone: (518) 439-4921

Fax: (518) 475-9243

BCMS

Heather Machabee, Alicia Hazen & Alison Gaffuri

bcmshealth@bethlehemschools.org

Phone: (518) 439-7705

Fax: (518) 439-0513

ACADEMIC INFORMATION

Academic Averages

A student's end-of-year academic average is determined by a simple mathematical average of all credit-bearing courses, multiplied by the credit factor. Physical education courses are included in the computation of the GPA. Non-credit courses and pass/fail courses are not calculated in the average.

Course Load

All students must carry five (5) subjects and physical education each semester.

Course Registration

Course descriptions are available in the BCHS Curriculum Handbook, produced and disseminated annually each December, and in curriculum materials distributed during course registration. These materials are to be used as a planning guide for student course selection and scheduling.

Course Schedule Changes

Once school starts in the fall, all students must follow their assigned schedules for the first three (3) days of classes unless serious schedule problems exist (i.e.: "double booked", wrong level, missing a required course, etc.). For the 2025-2026 school year, beginning on Tuesday, September 9 and continuing through Friday, September 12, students may initiate schedule change requests through their school counselor.

Drop/Level Change Deadlines (No consequence - no transcript posting)

- **22nd week of year for full year courses**
 - week ending February 6, 2026.
- **12th week of semester for ½ year courses**
 - Semester 1: week ending November 21, 2025
 - Semester 2: week ending April 24, 2026
- ***Drops can occur at any point after these dates but with a transcript designation.***

Diploma Requirements

Bethlehem Central High School grants Regents and local diplomas. Requirements for each graduating class are detailed in the curriculum materials distributed during course registration. If you have any questions, see your school counselor or an administrator.

Academic Supports

A student who is failing a course at the 5 or 10 week mark during quarters 1, 2 and 3 or at the 5 week mark of quarter 4 may be assigned a variety of academic supports, including but not limited to, study hall. Student standing will be reviewed at the next marking period. These students may not be provided any of the privileges afforded to their grade level peers.

Course Failures

A student who fails a required course will be required to make up the course prior to the time of his/her/their graduation from high school. This is typically done by attending summer school or by repeating the course during a subsequent school year or semester.

Addendum on Grade Level Retention:

Students who do not have sufficient credits to pass to the next grade level may be retained in the current grade level. In order to be considered passing at any grade level the requisite credits a student must complete are:

- Grade 9: 5.5 credits
- Grade 10: 10.5 credits
- Grade 11: 16.5 credits

Students carrying less than the specified credit allowances to be considered in the next grade will be assigned to appropriate course that fulfills state mandated curriculum

Grades

Students' grades in a class are determined by the practices announced by each classroom teacher during the first week of the course. Absences and make-up work may affect grades.

Grade Explanations

All assigned grades are to be given in percentages unless permission has been granted by the principal to issue pass/fail grades. The passing grade is 65. Each ten-week grade represents the average for all work completed during that period only. The final grade for full year courses will be determined by averaging four quarter marks, the final examination and the mid-term examination (when applicable). For semester courses, the two quarter marks and the final exam will be averaged. Any student enrolled in a Regents certified course who has a passing final average including coursework, examinations, lab requirements, the Regents examination, and who has fulfilled the attendance policy will pass the course. Questions or concerns involving student grades are to be directed to the teacher and, if necessary, to the subject supervisor.

Homework

It is school district policy to assign meaningful homework. When properly guided, homework serves to reinforce and extend formal instruction. Homework may also stimulate curiosity that may lead students to explore new areas and dimensions independently. Such assignments also:

- Provide practice in developing and reinforcing skills
- Encourage students' development of good study habits and self-initiative
- Develop parental interest and participation in the student's program

Homework should never simply be an assignment that is characterized chiefly by the time it consumes.

Making up Assignments

Students are required to make-up homework and all class work. In the case of excused absences, two days of completion time for each day of absence will be allowed (e.g., six days to complete assignments for a three-day absence). This provision for make-up work does not excuse students from handing in work on a previously specified due date. Students may have the privilege of teacher assistance for make-up work.

Students are required to make up tests and examinations following excused absences. Students are required to take mid-year and final examinations as scheduled. If students are legally absent from an examination, the counselor and/or the teacher will reschedule the examination according to school guidelines.

Honor Roll

The BCHS Honor Roll includes students who earn an average of 91.5% or above in all credit-bearing courses (including physical education) and no single grade below 80%. The BCHS Merit Roll includes students who earn an average of 84.5% or above in all credit-bearing courses (including physical education) and no single grade below 65%. A student with an average above 91.5% who does have a grade below 80% will be included in the Merit Roll.

Incompletes

Incompletes can be assigned by a teacher and should be resolved by the 5th week of the quarter. Any unresolved incompletes that exist beyond the 5th week of the quarter should be reviewed and approved by the Department Supervisor and Building Principal.

A grade of incomplete may be given to students in the following situations:

- Continued absences prior to the close of a marking period, with no time to make up work.
- Continued absences prior to a major test held at the close of a marking period, with no time to make up work.
- Intermittent absences during a marking period that have prevented a student from completing required work.

- Any disability during a marking period that has prevented a student from completing required work.

Plagiarism and Cheating

Section VI of the Code of Conduct:

<https://www.bethlehemschools.org/about-us/policies-and-procedures/code-of-conduct/#academicintegrity>

Student Assistance Time

Period 9 is the time between 2:15 and 3:00 p.m. Teachers may request that students stay for extra help. Also, teachers may be available for make-up work if the student makes prior arrangements. Students may also use the computers and resources of the Library Media Center for research and study. We strongly encourage students to take advantage of these opportunities. The only other reasons students are allowed in the building during period 9 are to wait for athletic or extracurricular clubs/activities or to serve teacher or administrative detention. Any student found loitering on school property during period 9 will be asked to leave. Please note: Due to the continued shortage of bus drivers, there will only be one late bus Tuesday through Friday (No Mondays) to pick up students from the high school at 3:45 pm, shuttle them to the Middle School, and then transfer onto their buses home.

Student Records

Each year, in preparation for pre-registration, student transcripts are distributed during course selection to students in grades 9-11. Students should review the transcript for accuracy. If the academic record is inaccurate, the student may request a formal review of records, and transcripts can be updated. Students and parents have access to a student's permanent record folder in compliance with the Family Educational Rights and Privacy Act (FERPA). Students must present their request for a copy of their transcript or report card in writing using a specific form from the Counseling Center. Seniors will receive more detailed information about transcripts for college or employment during the fall of senior year. Graduates will be charged a \$2.00 fee per request. Please allow one week to process a transcript request. If a student transfers to another school, the student's academic record and a copy of his/her/their discipline record will be transferred to the new school upon formal request from the school and proper release from the student's family. All books and materials must be returned prior to the transfer. Student transcripts and report cards are important documents. Students should make certain to review records carefully each time they receive one.

Tests and Examinations

Unit tests will not be given the week (five school days) before final and mid-year exams. Students may sit for Regents examinations at the conclusion of the course that prepares them for the exam. In most cases it is the completion of a sequence or of a specific curriculum that addresses the learning standards in the subject areas.

GENERAL INFORMATION

Acceptable Use Policy

The Board of Education provides a wide range of technology resources to advance the educational mission of the Bethlehem Central School District (the District) and to manage District operations. Pursuant to District Policy #8630 concerning District Technology Resources and Data Management, the Board has established this Acceptable Use Policy (AUP).

Capitalized terms in this Policy have the same meaning as the same terms set forth in Policy #8630.

This AUP is applicable to all Users of District Technology and Data, including all students, staff, Board members, volunteers, vendors, and visitors who are authorized to access District Technology and Data. All use of District Technology and Data is subject to this AUP and the District Code of Conduct, regardless of whether such use occurs at school or outside of school. Pursuant to the Code of Conduct and this AUP, all Users of District Technology are required to conduct themselves in a responsible, decent, ethical, and polite manner.

The superintendent, working in conjunction with the District's Chief Technology Officer (CTO) shall prepare an appropriate Regulation to define the specific acceptable uses of District Technology and Data (the AUP Regulation). The AUP Regulation shall be made available to all Users, who shall be required to acknowledge receipt of, and agree to comply with the AUP Regulation before being provided access to District Technology and Data.

Any violation of the AUP Regulation may be grounds for discipline, which may include termination of access to District Technology and Data or other appropriate sanctions under the circumstances.

One-to-One Device Program Guidelines

The Bethlehem Central School District is committed to providing students with the technology needed to excel in the classroom and future careers. Pursuant to this commitment, the District has established a One-to-One Device Program. Under this 1:1 Program, all students receive a Chromebook for use in their educational program.

I. District Ownership and Student Privilege of Use

- A. The District owns all 1:1 Devices issued to students.
- B. Use of a 1:1 Device is a privilege, not a right.
- C. Students have no expectation of privacy on their 1:1 Device, which may be monitored and/or inspected by the District at any time to ensure compliance with District policies, regulations and applicable laws.
- D. Students are required to abide by all District policies and regulations relating to the use of District Technology, including but not limited to District Policies and Regulations on Technology Resources and Data Management (8630/8630R), Acceptable Use (4526/4526-R), Internet Safety (4526.1/4526.1-R), Cyberbullying (5810), and the Code of Conduct (5300).
- E. The District may terminate access to a 1:1 devices at any time and for any reason, including for failure to comply with District policies, regulations and applicable laws.
- F. Students who graduate early, withdraw or terminate enrollment for any reason must return their 1:1 Device, charger and all BCSD peripherals.

What does Bethlehem do to protect students who are online?

The district uses web filtering designed specifically for the K-12 environment. In addition, the district uses the Gaggle Safety Management system to monitor students' online activity on school accounts or devices. Alerts about self-harm or violence, or concerning content are shared with school officials and sometimes, law enforcement. All online activity and digital communications including school email, Google Drive files, images, and documents created, sent or received by the student while using their BCSD Chromebook and/or Google account are monitored. These cloud-based student accounts are monitored on all devices. [Read more about Student Safety and Gaggle monitoring on the district website.](#)

II. Student and Family Responsibilities

- A. 1:1 Devices are for Student Use only.
 - 1. The 1:1 Device is only to be used by the student it is assigned to.
 - 2. Students must maintain secure passwords and keep them private. Students are expressly prohibited from using another student's name or password to log into their 1:1 Device or another student's 1:1 Device. This is a violation of policy and law.
 - 3. Family members or others are not allowed to use the 1:1 Device except to assist the student with that student's school assignments.

- B. Students are responsible for the proper care of their 1:1 Device.
 - 1. 1:1 Devices should only be used on a table or other flat, stable surface.
 - 2. 1:1 Devices should be protected from extreme heat or cold and should never be left in a car, even if the car is locked.
 - 3. Students should never eat or drink while using their 1:1 Device, or use their 1:1 Device near others who are eating or drinking.
 - 4. Do not place heavy objects on the 1:1 Device.
 - 5. Devices should be transported with care.
 - 6. 1:1 Devices must be locked in designated lockers during PE classes and before and after school sports and may not be used in locker rooms, bathrooms, gym, or at sports events or left out of lockers at any time.
- C. 1:1 Devices should be kept free and clear of all personal markings.
 - 1. The District's ID tag must remain on the 1:1 Device at all times.
 - 2. Students may not write on, draw on, engrave or otherwise deface any 1:1 Device.
- D. Students are responsible for bringing their 1:1 Device fully charged to school each day.
 - 1. Properly charged, the 1:1 Devices have enough battery capacity to last the entire school day.
 - 2. Power cords, which are easily lost, should be left at home.
 - 3. If a student brings a 1:1 Device into school that is not sufficiently charged or forgets to bring his/her/their Device a loaner device will be issued.
 - 4. Repeatedly failing to bring a properly charged 1:1 Device to school is grounds for discipline pursuant to the Code of Conduct.
- E. The District will provide preconfigured 1:1 Devices with Internet filtering enabled pursuant to the District's Technology Use, Acceptable Use and Internet Safety Policies.
 - 1. Students are specifically prohibited from changing their 1:1 Device's configuration or attempting to bypass the district's internet filtering and monitoring systems.
 - 2. Because no filtering solution is perfect, parents/guardians are responsible for setting standards for their children and monitoring their children's activities outside the school setting, including their use of the Internet.
- F. Students are responsible for saving their work to their District-issued account.
 - 1. No outside documents or other materials may be saved directly to the 1:1 Device.
 - 2. Students will be provided with instructions on how to save their documents to their District-issued account by their classroom teachers.

III. Technical Support and Responsibility for Damage or Loss

- A. If a 1:1 Device is not working properly or is damaged, students and their parents/guardians are required to notify the Help Desk immediately.
- B. Students and their parents/guardians are expressly prohibited from attempting any repair of their 1:1 Device. Any 1:1 Device that experiences problems or needs maintenance or repair must be brought to the Help Desk for technical support and/or repair.
- C. While every effort will be made by the District to fix problems "in house," it may be necessary to return the 1:1 Device to the manufacturer for repair. If the 1:1 Device must be sent out for repair, another 1:1 Device will be provided to the student for temporary and/or permanent use.
- D. In the event a student loses a 1:1 Device or a 1:1 Device is stolen, the student and/or student's parent/guardian must report the incident to the District immediately and file a police report.

- E. In the event that the District determines the Device was damaged or lost/stolen due to the failure to follow these 1:1 Program Guidelines, the District may require the student's parent/guardian to reimburse the District for such damage or loss on a case-by-case basis.

Cell Phone Use in Classrooms

Cell phones, smart watches, and wireless earbuds will not be used during the school day. Students will be provided with a Yondr pouch to store personal electronic devices during the day. [Cell Phone/Smart Device Guidelines](#)

Custody Issues

If there is an issue with the custody of your child, please be sure that the current custody agreement is filed with the district registrar and in the school office.

BCHS Morning Announcements

Announcement requests for the BCHS Morning Announcements must be emailed to the main office by 3:00 p.m. at least 2-days before the announcement is to be included. Students must have any announcement request approved by their faculty advisor before submitting them for publication. These announcements may be used only to publicize approved events for school or for town-sponsored activities. A Google Doc link to the morning announcements can be found here: [BCHS Morning Announcements](#) as well as on the district website, and via ParentSquare.

Dress Code

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify professional and appropriate attire, reinforce acceptable student dress, and help students develop an understanding of appropriate appearance in the school setting.

School staff shall enforce the dress code consistently and in a manner that does not reinforce marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. The full dress code can be found as part of the Code of Conduct, reviewed each year by the Board of Education.

<https://www.bethlehemschools.org/boe/policies/students-series-5000/code-of-conduct/#dresscode>

Dignity for All Students Act

The goal of the Dignity for All Students Act is to provide students with a safe, supportive education environment that is free from discrimination, intimidation, taunting, harassment and bullying. Some of the law requirements include: establishing anti-harassment and discrimination policies, creating school training programs and including a course in civility, citizenship and character education in the curriculum for every grade level. To view the policies and process for reporting harassment, bullying and discrimination, visit the District's Dignity for All Students page on the [district website District's Dignity for All Students page](#).

[DASA Reporting Form \(fillable\)](#)

Discipline

[Code of Conduct - Bethlehem Central School District](#)

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial.

The following are descriptions of some of the school consequences students may face for code violations.

Administrative Detention

Detention is a supervised assignment after school. Students are not permitted to sleep, use headphones, cell phones or communicate with others and will be given breaks at the discretion of the monitor. Students who have been externally suspended from school and/or have discipline referrals may lose the privilege of attending an event. Legal reasons for missing detention are the same as those for excused absences. An excuse of work or personal business is not acceptable and will be treated the same as an unexcused absence. Cutting detention may result in double the assignment of detention and referral to an administrator for insubordination. Continued detention cuts will result in further sanctions.

Restricted Study Hall

Students are to spend their lunch or free period in Restricted Study Hall doing academic work. No talking, sleeping or electronic devices are allowed. Students who receive a referral for any violation while in Restricted Study Hall will be assigned additional consequences for that violation. Continued restricted study hall cuts will also result in after-school detention and referral to an administrator.

Teacher Detention

This is an assignment of extra class attendance during Period 9. Failure to attend teacher detention will result in referral to an administrator.

In-School Suspension

Students assigned to Internal School Suspension (ISS) are required to report to the ISS room at the start of Homeroom (7:35). Students must stay until the completion of the school day at 2:07 p.m. If a student is late but arrives before 8:24 a.m., he/she may remain but must stay until 3:00 p.m. Any student arriving after 8:24 a.m. may be required to return to class and serve his/her/their ISS the following day. If a student becomes disruptive in ISS, the student may receive out of school suspension and re-serve the internal suspension upon return. Students will be required to sign-in and take their assigned seats. There is no sleeping allowed in ISS. There are no phones allowed in ISS. Students will be assigned work from each of their regular classroom teachers. All work assigned to the students in ISS must be completed that day. Failure to comply will result in further consequences. If a student leaves ISS without permission, the student will be suspended and parents will be contacted. The student may have to re-serve the ISS upon their return from external suspension.

External Suspension

Students who have been externally suspended from school are not permitted on the campus during the instructional day. Failure to comply may result in police involvement. An alternative for instruction and attendance credit may be achieved via home instruction and/or through participation in the district's Suspension Instruction Program (OCIP). These students may also meet with appropriate school district personnel to discuss ways to help the students become more successful in school.

Extracurricular Activities

Participation in school extracurricular activities is a privilege. Discipline, poor attendance or academic issues may result in students being denied entry to school functions.

Students are required to be in attendance at school on the day they participate in any extracurricular activities. In order to receive credit for full day attendance students must be in school for at least half a day (4+ periods).

Students who are externally suspended from school will be barred from all school functions (e.g., athletic events, dances or other school events) on the day(s) of suspension. Inappropriate behavior at extracurricular activities will result in a referral and corresponding disciplinary action. Please remember that BCHS rules follow our students to away athletic contests and other school events taking place off campus.

Prior to a special event (e.g. Homecoming, Snowball Dance, Junior Prom, Senior Ball) students who have been externally suspended from school and/or have referrals, will be subject to losing the privilege to attend. Please note that this includes referrals for being late to school.

Emergency Closings

Occasionally, it is necessary for schools to be closed or to delay opening because of inclement weather, facilities failure or emergencies. Cancellations, delays or early dismissals are posted on the school district's website and on ParentSquare, on X (formerly Twitter), and are shared via traditional media (print and TV) During the school day, should conditions require an early dismissal of students, email, text and automated phone messages will be sent via ParentSquare. ParentSquare relies on the contact information stored in the Aspen Parent Portal. Please review your contact information to be sure it is up to date. Any changes or updates should be emailed to District Registrar Marina Bender at mbender@bethlehemschools.org

During the school day, should conditions require an early dismissal of students, please check our website and/or listen to television or radio reports. Your child should know where to go (neighbor, relative etc.) in the case of an early dismissal. Please have a plan in place with your child.

Faculty Workroom

Students are not to be in the faculty workroom. Students are not allowed to use the copy machine or place materials directly in faculty mailboxes. Students must have faculty accompany them if they are to enter the workroom during or after school hours.

Lockers

Each student will be issued a locker at the beginning of the school year. Students should not share lockers or combinations. Lockers are the property of BCHS and may be inspected by authorized school personnel at any time. Students are requested to make sure their lockers are locked and to refrain from bringing large sums of money or valuables to school. If it is necessary to bring valuables, students should deposit these in the main office at the beginning of school and collect these when they leave. The school is not responsible for loss of personal items. Please note that lockers are available for student use in the PE areas. Students should lock all belongings and valuables during participation in class.

Lost or Damaged School Materials

If a textbook or other school material given to a student is damaged or lost, students are required to pay a fee based on the condition and/or replacement cost of the book/material as determined by the teacher and subject supervisor. The main office will collect the money for lost or damaged textbooks or materials. When students are allowed to retain certain materials or textbooks until the time of examinations, arrangements will be made by the teacher as to where and when such materials are to be turned in. These items will not be accepted in the main office. The main office will not accept money or returned materials from individual students during examination days. During the school year, students will receive notices at regular intervals concerning overdue library materials. If materials are not retrieved after the third notice, a letter will be sent to students' parents. If a student has outstanding fines and/or replacement costs for lost or damaged books or materials, his/her/their report card may not appear on Aspen, his/her/their student records may be withheld from other secondary schools, colleges and employers, and it may result in being denied entry to school functions.

Lost and Found

Students finding property belonging to others should bring it to the main office. A report for lost or stolen materials may be filed in the student's assistant principal's office. The Lost and Found is located in the cafeteria.

Middle School

High School students are not to visit or loiter on Middle School grounds when school is in session.

National Honor Society

National Honor Society (NHS) Membership eligibility is based on the assessment of four criteria: **scholarship**, **leadership**, **service**, and **character** as outlined below. Membership is an honor bestowed onto students by the BCHS Faculty. General information about the program can be found on the [NHS website](#). Please contact the faculty advisor for the BCHS chapter, [Michele Atallah](#), with any specific questions.

- **Scholarship:** Juniors are eligible for consideration for membership in the National Honor Society by earning a **94 percent cumulative high school grade point average** (five semesters). Students must have been enrolled at Bethlehem Central High School for at least one semester. Prior records in all categories are reviewed for transfer students.
- **Character:** Teachers, coaches, and advisors will make assessments regarding character. Potential NHS members must possess distinctive qualities which include but are not limited to: **integrity** and **ethics**; an uncompromising adherence to a code of honesty and sincerity, and **cooperation**; a willingness to work in concert with students and faculty toward a common goal that enriches and enhances our school community.
- **Service:** All potential NHS members are required to complete a **Student Activity Information Form**. A student must have been involved in a high school non-scholastic service-type activity (i.e., sports, chartered clubs, and student government) lasting at least **two consecutive years**. A student must also be involved in a second non-scholastic community or high school service lasting one year. *Participation in these activities will be verified.* Lessons, P.I.G. service, or salaried jobs do **NOT** count, as non-scholastic service activities.
- **Leadership:** Students eligible for membership must demonstrate effective leadership. This may be accomplished not only as an elected official, chairperson, or member of committees, clubs, organizations, and/or athletics, but also in the classroom by exhibiting intellectual curiosity, demonstrating positive behavior and attitudes, and accepting responsibility. The activity information form provides space to identify specific leadership roles.

Open House

Every fall the high school holds an evening Open House for the parents. Open House is on **Thursday, September 18, 2025**, at 6:00 p.m. The purposes of Open House are:

- to give parents/guardians and teachers the opportunity to interact
- to provide teachers the opportunity to present an overview of the year's program and share thoughts about standards
- to give parents/guardians the opportunity to ask questions and become actively involved in the school

Religious Holidays

The district recognizes that many religious groups within our community celebrate different holidays during the year. On occasions when scheduled school activities and observances of religious holidays conflict, district policy is to honor family requests to excuse students.

School Resource Officer

The school resource officer (SRO) is a member of the Bethlehem Town Police assigned to be in the high school on a daily basis. The SRO interacts with students, collaborates with teachers and administrators, serves as a resource for parents/guardians and connects the school to the larger community. This partnership between the school district and the Bethlehem Police Department aims to promote a more positive interaction with police and to help maintain a safe school environment conducive to learning. [Read more about the school district's collaboration with the town of Bethlehem.](#)

School Safety Procedures

There is a specific plan in place at BCHS to ensure the safety of staff and students. Throughout the year, there are drills so that all individuals in the school are comfortable with emergency procedures. Proper information and direction will be given to all involved before, during and after any drill or emergency. Due to the seriousness of these drills, students must listen to and follow all directions.

Emergency Notification

Upon hearing an emergency notification, all students should go quickly and quietly to the nearest supervised classroom. Students should remain there until an announcement is made signaling that it is safe to continue with their schedule.

Fire Alarms and Drills

A fire evacuation plan is posted in each classroom. Students should be familiar with the exit route and be prepared to follow it if the alarm bell sounds. In the event of a fire alarm or drill, students are to proceed quietly and in an orderly fashion out of the building under the supervision and direction of staff. Students should remain with their class and be at least one hundred feet away from the building and fire hydrants. All driveways and parking lots must be kept clear to allow the passage of emergency vehicles. The signal for students and teachers to return to the building will be given over the PA system.

Go Home Drill

The annual "Go Home" drill is ordered by the Commissioner of Education in cooperation with the director of the State Civil Defense Commission. While the drill is primarily an exercise to be followed in the event of an emergency when a two-hour warning is anticipated, it is being organized also as a procedure to be followed in the event of a civil emergency. High school bus riders will be transported first. Since the high school is centered near the bus garage, the total elapsed time for getting all children home would be less than if elementary pupils were transported first. Then, too, such a plan will result in having older children home and able to care for younger ones in the event parents/guardians are away from home during an emergency. School buses will travel primary roads and drop students at points that are not greater than a half-mile walking distance from their homes.

Visitors to School

Our visitor policies are designed to ensure the safety of all students and staff and to minimize disruption to the instructional program. **All visitors must present a government issued photo ID to be scanned through the Visitor Aware system (replacing Raptor).** Visitors will be given a pass that must be visible at all times and must be returned when they sign out of the building. No person other than a student, an officer or employee of the district, or parent or legal guardian of a student in regular attendance at such school shall enter upon or remain on school property for any purpose without the permission of a building administrator or other authorized representative of the district having such property in charge. Violators of the above policy are subject to arrest and prosecution for disorderly conduct or trespassing. Students are not permitted to bring friends as guests to BCHS.

School Store

In addition to selling school supplies, the school store is available as a distribution center for such items as clothing, snacks and supplementary teaching materials. All additional textbooks, review books and materials that teachers require their students to purchase will be ordered through the school store and the store will, in turn, sell these items to the students. Hours of operation are during the school day and will vary.

Student Searches

As specified by New York State Education Law, students have no right or expectation of privacy with regard to school dismisaproperty. School officials have the legal right and responsibility to inspect lockers or search a student's person and/or belongings on school property. This includes vehicles parked in parking lots, if there is reasonable suspicion to search. Searches throughout the school year may be conducted by school administration, law enforcement agencies and K-9 units. These searches will be confined to the school buildings and fields, as well as school parking lots and vehicles parked on school property. Students and parents/guardians should be aware that school officials have this right by law.

STUDENT PRIVILEGES

Auditing Classes

Students may choose to attend classes on an auditing basis with the permission of the teacher after the regular number of courses is scheduled. Course Audits will be posted to students transcripts pending approval of completion of the audit by the class teacher.

Early Release Pass

Early release privileges are available to students in good standing. Students in grades eleven and twelve (without an off-campus pass) may leave school at the conclusion of their academic day with parent/guardian permission. Students must have a validated early release form on file in the main office. Students must use their student ID to scan out of school at a monitor station. Please note: Students who stay during period 9 (from 2:16 to 3:00 p.m.) must be in student activities, getting extra help or under the supervision of a teacher. There should not be any students loitering at this time. Once the student has left the building on an early dismissal day, they cannot come back to school that day.

Free Periods

Students in grades 9 and 10 will be assigned to a study hall for any free periods on their schedule. Attendance at these study halls is mandatory unless prior permission has been granted by the student's assigned Assistant Principal.

Students in grade 11 may use their free periods in designated common areas such as the Library Media Center (LMC), Cafeteria, or Commons. If you plan to meet with a teacher or staff member during this time, please schedule the appointment in advance.

Grade 11 students are **not** permitted to leave campus during a free period unless it is for a documented medical appointment. In such cases, a student must present a note from a parent/guardian before they leave for their appointment. They must bring a note directly from the office of their medical appointment to the attendance office upon return. Any student that does not follow the proper procedures for dismissal will lose their free period(s) and have them replaced with assigned study halls.

Extracurricular Organizations and Clubs

The high school encourages students to be involved in activities and clubs. [View BCHS Clubs and Activities.](#)

Student organizations cannot restrict membership on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and gender expression). Students may not be denied participation in any activity for any reason other than those established by state, county or school eligibility requirements and those requirements legitimately related to the purpose of the activity. The school district requires student organizations to register with the school in order to obtain available school funds and the use of school facilities. All student meetings in the school buildings or on school grounds may function only as part of the formal education process or as authorized by the building principal. No student group may meet without the direct supervision of a school district employee.

Student organizations have a responsibility to make clear to the public that their programs do not necessarily reflect the views of the institution as a whole. Use of the school or district name when participating in a public demonstration is improper unless the building principal or his/her/their designee has granted permission. Student organizations also have a responsibility to recognize that persons who disagree with their view and programs have the right to choose for themselves whether to listen to the groups' points of view and must not be coerced or

harassed into doing so. Participation in extracurricular organizations and clubs is a privilege and violations of the Code of Conduct may result in suspension of said privilege.

Late Arrival

Students in Grades 11 and 12, who are in good academic and conduct standing and are unscheduled Period 1, may complete an application for late arrival privileges that can be obtained from the Main Office. Students with late arrival privileges are to scan in at the Main Entrance at or before 9:16 a.m. Students arriving after 9:16 a.m. will be considered tardy. Students will lose this privilege if they arrive after 9:16 a.m., do not bring a note, or are no longer in good academic or conduct standing.

Library Media Center

During their unscheduled periods, students may use the Library Media Center (LMC) for class work, research, and leisure reading. When coming from classes or study halls, students must present a pass from their teacher and scan in with their student I.D. cards. Guidelines for use of the facility and computers are posted throughout the LMC. It is the responsibility of each student to know and observe posted guidelines.

Parking

High School students with a valid driver's license may be eligible to drive to school and park on school grounds in the parking area designated for students. Students should be aware that student parking is a privilege, not a right, and requires adherence to school regulations. Starting in late August, parking permits will be on sale for seniors only.

Parking permits cost \$40 and must be purchased on [LINQ Connect](#). All student vehicles parking on campus must be registered with the school and must display a current BCHS permit sticker. Students must be in good standing behaviorally and academically in order to obtain a parking permit.

Students who continuously violate school policies and/or parking regulations forfeit future parking privileges. Students who use the parking area without authorization may have their car towed at the owner's expense. Upon payment of a non-refundable fee, each student is issued one parking spot for the school year. Parking spaces are limited and permits are issued on a first come first served basis. The school is not responsible for damage to personal vehicles. Safe driving techniques, including reduced speed, are in effect at all times particularly in the vicinity of pedestrians and school buses. Students must use the proper entrance and exit to all school parking lots. Consequences will be assigned to those who violate these rules, including but not limited to the car being towed at the owner's expense.

Pass System

Passes will be issued by staff members to students traveling in the building other than during the change of classes. Forged notes or passes will result in disciplinary consequences.

Student Center (Cafeteria)

BC Blend Cafe serves breakfast from 7:15-10:00 am, the BC Breakfast Cart runs from 7:00-7:45am, a wide variety of grab and go or traditional lunch options are available during scheduled lunch periods, period 4 (10:07 am) through the end of period 7 (1:18 pm), and Eagle Snacks opens at 9:15 am and closes at 2:15 pm daily.

Volunteer Service

School or community service can be arranged with teachers, counselors or administrators. Some examples are tutoring other students, clerical assistance, Library Media Center assistance, school activities programs, independent projects and community assistance.

School Dance Guidelines

It is the expectation of the District that all students will behave in an appropriate manner at all school events, as outlined in the [District Code of Conduct](#). The participation of students at school dances is also governed by the rules and regulations of the Code.

- In order to attend school dances, students must be in good standing behaviorally.
- Students attending high school dances must be enrolled in grades 9 through 12 at Bethlehem Central High School. Bethlehem Central students who are in an out of district program may attend school dances by contacting the High School Main Office. They must be in good standing at their placement in order to attend.
- Guests attending high school dances may be no older than 19 years of age and must be approved in advance by the building principal. No middle school students are allowed. Valid parental contact numbers for each guest must be provided and verified.
- Invited guests from outside the district may attend when accompanied by a BCHS student and when a guest form has been completed and approved by the principal of the guest's school. Students may pick up forms from the main office and must submit the form to the Bethlehem Central High School principal prior to 3:00 p.m. on the day preceding the dance.
- Dances typically begin at 7:00 p.m. and end at 10:00 p.m. Students are expected to leave the building immediately after the dance ends.
- Tickets may be purchased in advance and, often, also at the door. Students will sign in at the entrance. A cap of 1,100 will be placed on the number of tickets sold.
- Students and guests under the influence of alcohol or drugs will be subject to the penalties of the District as outlined in the Code of Conduct. Guests of students under the influence of alcohol or drugs will be required to leave. (Note: the Code of Conduct does not apply to non-students.)
- Chaperones may use passive alcohol sensors prior to and/or during the dances to more accurately determine whether or not a student has consumed alcohol. The passive alcohol sensor is a screening device and is not a Breathalyzer. This device will be used to check all students when they enter the dance and periodically during the event.
- If it is determined that the student has been drinking, parent(s)/guardian(s) will be called and disciplinary consequences will follow in accordance with the District Code of Conduct.
- If a chaperone or monitor suspects a student may be under the influence of alcohol or drugs at any time during the dance, the student will be removed and referred to an administrator or school resource officer for review and/or testing.
- Students may not enter the dance more than one hour past the start time of the dance. Athletes playing in away games or students participating in other BCHS events will be able to purchase a ticket and sign-in upon their return to BCHS.
- Students must sign out if they leave earlier than one hour before the scheduled end of the dance. Students will not be re-admitted into the dance once they sign out.
- All coats, jackets, bags and purses will be placed in an area upon entrance. None will be allowed into the dance.
- No bottles of any kind may be brought on to the premises.
- The cafeteria may be open for students to purchase food and/or beverages during the dance. No food or beverages will be allowed outside the cafeteria.
- In order to maintain a safe environment, the dance floor must be accessible at all times. There must be sufficient space for students and chaperones to easily walk through the dance floor at any point.
- Chaperones will be zoned throughout the entrance and exit hallway, the dance floor and perimeter, the cafeteria, the breezeway and the bathroom hallway. Chaperones will also monitor the bathrooms.
- Appropriate dress is expected. Footwear will be worn at all times. Also, students will not be allowed to wear or carry sunglasses into the dances. Students will not be allowed to wear hats or head coverings, except for religious purposes, into the dances.

Senior Privileges

To earn senior privileges, students must demonstrate the following achievements during the final ten weeks of their junior year:

- Incur no academic failures.

- Receive no more than three referrals during the ten-week evaluation time period. A referral for disrespect to faculty or staff, theft, harassment, fighting, possession or under the influence of drugs and/or alcohol would be grounds for immediate disqualification.
- Have no on-campus parking violations.
- Have resolved any outstanding obligations, e.g., return of textbooks and equipment.

Re-evaluation for senior privileges occurs on a five-week basis throughout the senior year. All criteria for earning senior privileges must be achieved during that time frame, and students must meet with the 12th grade assistant principal prior to privileges being restored.

Senior Off-Campus Pass

A senior off-campus pass enables senior students with parental permission to leave campus during any unscheduled period. A parent/guardian can request to void this privilege at any time. Registration does not qualify a student to leave campus. Seniors are required to sign-out before leaving campus and sign-in upon return.

Loss of Senior Privileges

Seniors who have earned privileges will lose them if all conduct and academic expectations are not upheld.

Revocation of privileges may occur when a student:

- Uses the pass in an inappropriate manner.
- Illegally parks on campus or violates other parking regulations.
- Transports unauthorized students off campus.
- Fails a course, or is failing at the five- or ten-week mark.
- Receives more than three disciplinary referrals, including referrals for late to school.
- Receives a disciplinary referral for disrespect to faculty or staff, theft, harassment, fighting, truancy or possession or use of drugs or alcohol.
- Has a request by the parent to void the privilege.

Student Publications

Students have the right to express their own ideas and opinions. However, no material of an obscene, libelous or defamatory nature or which advocates religious or racial prejudice or a violation of the law or school regulations will be permitted to be distributed or posted within the school or on school grounds. Material must be submitted for approval to the publication's student editor(s) and advisor(s), prior to distribution for the sole purpose of determining that the content meets the requirements stated above. The place and manner of distribution shall be subject to the approval of the principal. In no case shall it interfere with school programs or the orderly flow of traffic in the school or on school grounds.

Surveys

Student/faculty surveys using school facilities require the approval of the principal or subject supervisor.

Tobacco Policy

BCHS is a tobacco-free school. Students found to be using or in possession of any tobacco products or smoking devices will be disciplined according to the district's Code of Conduct. [Updated vaping consequences](#)

Transfers/Moving

Families moving out of the district should notify the district registrar (518-439-2442) as soon as possible. The main office should be notified as well. Notifying us in advance helps to ensure the proper gathering and summation of information for your child's new school. A copy of test data and other information maintained by the school will be mailed to the child's new school upon request from the parent or the new school.

TRANSPORTATION

Transportation to and from school is available for all BCHS students who live more than a mile from the High School. Students needing transportation must register for transportation. Information on the transportation registration

process can be found on the district home page. Information on bus routes are available on ASPEN. Routes changes are ongoing until the beginning of school so continue checking ASPEN regularly. Please note that the times that are posted on ASPEN are approximate.

Students who use district bus transportation are expected to ride on their assigned bus and be at their assigned bus stop to and from school. **If a student is transported somewhere other than their home address (second home address), it is encouraged that the alternate transportation would have to take place every day of the week.**

Students are expected to conduct themselves in an orderly fashion to promote overall safety while riding on the school bus. The bus driver is in charge of the bus and the students on the bus at all times. Students should remain seated and obey the driver. The driver has the right to assign students to certain seats in order to maintain good bus conduct. Students who do not behave on their school bus risk a suspension of their bus riding privilege or other school-administered consequences.

A bus pass will be required for students riding the bus after period 9, Tuesday through Friday. Please remember there will be no late buses on Mondays this school year.

Transportation Policies and Safety Procedures

At the start of each school year, it is helpful to review school bus regulations, safety tips and procedures with all students and drivers in your family and encourage everyone to follow them. Some of them—such as stopping when encountering a school bus with flashing red lights (whether you are on the road or in a school parking lot) and obeying school zone speed limits—are state laws. They were established for the safety of everyone on the roads, especially our children!

Medications on the Bus

Medications (including Tylenol and other over-the-counter medicines and cold remedies) may not be transported on school buses. If a child needs medication, the parent should deliver it directly to the nurse's office at their child's school. Exceptions to this policy are handled on a case-by-case basis [examples include carrying Epi-Pens and/or sweet packs] and must first be approved by a school nurse.

Transporting Items to School

All items brought to school should be packed in a carrying case (e.g., a tote bag or backpack), which must be small enough to be held on the student's lap and cannot exceed the top of the seat back in front of them. Students riding on a school bus may not transport food for class parties.

Transporting Large Objects and Musical Instruments

New York State Department of Transportation and federal regulations PROHIBIT bringing large items and musical instruments on school buses. This prohibition is designed to prevent the blockage of seats and aisles in the event of an accident.

Large items not allowed on the bus include, but are not limited to: alto clarinet, bass clarinet, contrabass clarinet, trombone, baritone saxophone, cello, guitar, tenor saxophone, tuba, baritone horn, string bass, large school projects, skateboards, bikes, fishing poles, hockey sticks, skis and poles and sleds.

Placing large items on the floor of the bus and holding them in between one's legs is not permissible.

The following is a partial list of items allowed on the bus if held on the student's lap: piccolo, oboe, flute, soprano clarinet, bassoon, snare drum, alto saxophone, French horn, trumpet, violin and viola.

Other items not allowed on the bus include, but are not limited to: any weapons (real or play), pets or any live or preserved animals [except service animals], glass containers, aerosol cans, coloring paints, play putty and other arts &

crafts items, especially sharp objects or objects with points. Many of these items can be used as weapons, can cause injuries to passengers or can be used to deface the interior of a school bus.

Wearing cleats aboard a school bus is also prohibited. Cleats can damage the interior of the bus and they also create an unsafe condition for our student athletes (i.e., they can be slippery on wet surfaces).

Lost Articles

Articles left on the bus are normally kept on the bus so that students can reclaim them the next day. If not claimed, articles are returned to the bus garage. Students should label their clothes and other possessions. Articles not claimed within five working days are donated to local churches or charity organizations.

Transporting Service Animals (guide dogs or companion animals)

Several state and federal laws govern the accommodation of service animals and require that such animals be allowed access everywhere. The school district is obligated to allow these animals on school buses. If this situation ever occurs, the best place for the animal while on the bus is between the student and the wall of the bus where practical. Common sense must prevail with respect to the safety of all students and the animal in question. Accommodations must be made for students who may be allergic to animal dander.

Security

New York State law strictly forbids any person from boarding a school bus without the express consent of the bus driver. This includes parents. If any time a student tells a bus driver that his or her safety is being threatened by another student(s) or by another person, the driver will immediately notify his or her supervisor(s) and ask the supervisor(s) to meet immediately after the route is done. School principal(s) will be notified immediately about any incident that threatens the safety of students or the bus driver.

Bus & Pedestrian Safety

Children are to follow the rules of safety outlined by the district. Children who have a continuous problem with practicing safety rules on the bus might need to find an alternate way of getting to and from school.

Proper Crossing Procedures

Please review these procedures with your children; if they must cross the road in front of the bus, knowledge of safe crossing procedures is vital.

- Crossers get off the bus first. When discharging passengers, the school bus driver will discharge the crossers first. Once they have safely crossed to the other side of the street, the bus driver will discharge non-crossers.
- Waiting for the signal to cross. A student getting off the bus should walk to the front of the bus to a place where he/she can see the bus driver and the bus driver can see him/her. When all is clear, the driver will signal to the student that it is OK to cross, but as a precaution, the student should always look both ways before crossing.
- The horn warns of danger. If the driver blows the bus horn, the student should immediately return to the starting point.
- When parents meet the bus. Parents meeting the bus should wait on the side of the road where the child will be getting off and then follow the above procedures for crossing. Parents need to discourage their children from running across the road to greet them.

Parents' Safety Responsibilities

As parents, you should carefully review these policies with all members of your family. You should pay special attention to the following bus routes and safety information:

- Carefully review your child's bus route to determine if the bus will pick up your child on the home side of the street or on the other side of the street. Please note that students are not allowed to cross a 4-lane highway to catch their bus.
- Children should not cross the street to board the school bus if not required to do so.

- If the designated bus stop requires your child to cross the street, follow the crossing procedures outlined here. Remember, your child should remain on the home side of the street until the bus stops completely. Your child should never cross the street until the bus driver gives the signal that it is safe to cross.
- Students should arrive at the stop at least ten (10) minutes before the bus is scheduled to arrive. The bus is considered late ten (10) minutes after the scheduled arrival time.

Drivers' Responsibilities

- Drive slowly on roadways that pass parks and playing fields, and be on the lookout for children on bikes and for pedestrians. Don't assume they see you.
- Make sure they see you before you proceed through intersections or pull out from driveways or parking lots.
- Flashing yellow lights warn that the bus is about to stop, so slow down and prepare to stop. Children may be coming from any direction.
- STOP – as outlined in state law – when encountering a stopped school bus with its red lights flashing. The bus is either picking up or discharging riders. Proceed only when the red lights are turned off and the bus is moving again, unless waved on by the bus driver or a police officer

Bus Riders' Responsibilities

Know the BC School Bus Rules:

- Listen to your driver
- Keep your hands to yourself
- Stay in your seat
- Shh... use your inside voice

Before the ride:

- Put loose articles – homework, books, pens and pencils – in a backpack.
- If you need to transport an item too large to fit on your lap, make other arrangements to get to school that day.
- Arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive. DO NOT wait inside your home, then run out to the bus.
- Do not rough house at the stop.
- Wait until the bus has stopped completely and its door is open before approaching it.

If crossing:

- Waiting for the signal to cross. The student should make sure they can see the driver's face and the bus driver can see the student. When all is clear, the driver will signal to the student that it is OK to cross, but as a precaution, the student should always look both ways before crossing.
- **The horn warns of danger.** If the driver blows the bus horn, the student should immediately return to the starting point.

Loading:

- Use the handrail
- Do not bring large, sharp, or breakable items on the bus
- Don't carry awkward loads – use a backpack or bookbag to keep stuff together
- Sit down immediately, stay seated

During the ride:

- Listen to any instructions from the bus driver – he/she is there to prevent injury to you and others.
- Remain seated properly throughout the bus ride
- No skateboards, animals, flammable materials of any kind, or medications that contain controlled substances may be transported on a school bus. The driver will not allow any of these items on the bus.
- Weapons of any kind and threatening gestures and/or comments will NOT be tolerated on the bus. A violation may result in a five-day suspension and a Superintendent's Hearing with the possibility of more serious consequences. In accordance with the Gun Free Schools Act (1994), possession of guns on buses or school property could result in at least a one-year suspension.
- Behave on the bus as you are expected to behave in class. Be courteous; don't use profane language.

- Eating, drinking and smoking on the bus will NOT be tolerated.
- Keep the bus clean; whatever you bring on the bus must leave with you.
- Don't damage the bus – it's school district property.
- Cooperate with the bus driver, who is authorized to assign seats.
- Fighting, pushing and shoving will NOT be tolerated.
- Keep head, hands and feet inside the bus at all times.
- STAY IN YOUR SEAT, especially when the bus is moving.
- All BC school buses are equipped with seat belts. All students are encouraged to use them.

Unloading:

- Check before you step
- Move away from the bus right away

If crossing:

- Crossers get off the bus first. When discharging passengers, the school bus driver will discharge the crossers first. Once they have safely crossed to the other side of the street, the bus driver will discharge non-crossers.
- Waiting for the signal to cross. The student getting off the bus should walk ten (10) giant steps ahead of the bus until you can see the driver's face and the bus driver can see the student. When all is clear, the driver will signal to the student that it is OK to cross, but as a precaution, the student should always look both ways before crossing.
- Stop and wait for the signal to cross again. The student should cross to the outside edge of the bus and wait for the signal from the driver. Make sure all traffic is stopped. If clear, cross quickly.
- The horn warns of danger. If the driver blows the bus horn, the student should return immediately to the starting point.
- When parents meet the bus. Parents meeting the bus should wait on the side of the road where the child will be getting off and then follow the above procedures for crossing. Parents need to discourage their children from running across the road to greet them.
- Go directly home

Pedestrians' Responsibilities

- Remember to use sidewalks and marked crosswalks when they are available. When sidewalks aren't available, always walk on the left side of the road facing traffic and as far from the road as possible. When crossing a street, cross only at intersections and look left, right, and then left again before proceeding across.
- When walking, always try to wear bright-colored or reflective clothing so you can be seen more easily by motorists

USE OF FACILITIES

Students must first see their advisors and discuss the event or activity (e.g., dances, bake sales, fundraisers etc.) being planned and secure official approval for the event/activity from the building Principal. Additionally, club advisors must submit requests for facilities for the events or activities through the online scheduling system MasterLibrary Schedules. The clearance for rooms and facilities will be made through the Assistant Principal's secretary. Advisors and chaperones must be present at all functions. Facilities are not available on Sundays.

WORKING PAPERS

All students between the ages of 14 and 17, inclusive, must have working papers in order to be employed at any time during the year. Instructions and application forms are available at the main office. Students may have working papers issued to them either in the school district in which they live or in the school district in which they are going to work. Working papers will also be issued to students during the months of July and August in the main office.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Meals at school are available to all students each day. Monthly menus are emailed to students and available on the district website - visit the [Food Services Webpage](#).

Cafeteria Information

Our mission is to provide your student(s) with delicious, healthy, affordable and safe options for meals and snacks at school. BC Blend Cafe serves breakfast from 7:15-10:00 am, the BC Breakfast Cart runs from 7:00-7:45 am, a wide variety of grab and go or traditional lunch options are available during scheduled lunch periods, period 4 (10:07 am) through the end of period 7 (1:18 pm), and Eagle Snacks opens at 9:15 am and closes at 2:15 pm daily. We strive to create an environment which is friendly and promotes nutritious choices to support the learning environment at BCSD. In an effort to support the local community and procure the freshest ingredients, BCSD Food Services purchases locally whenever possible. If you have questions or comments regarding the services we provide, please contact the [Food Service Director](#).

How can my student purchase meals or snacks at school?

This school year all Bethlehem Central School District students are eligible to receive FREE school meals (1 breakfast and 1 lunch per day), regardless of family income, through Universal Free Meals. Additional meals, snacks and a la carte items will still need to be paid for. Students will be able to purchase those items with cash or funds available on their LINQ Connect accounts.

How can I put money on my student's meal account?

LINQ Connect is a secure, online payment system that allows parents to add money to their students account. LINQ Connect allows parents to:

- Make an online payment to their children's cafeteria accounts.
- Remotely monitor their children's accounts.
- Set up automatic recurring payments.
- Set up low-balance email message alerts.
- Make other school related purchases.

There is a convenience fee per transaction charged by LINQ Connect for prepayment to cafeteria accounts.

Funds can be deposited to your child's account via check or cash and there is **no transaction fee**. Checks should be made payable to "Bethlehem Central School District" and sent to your student's school in a sealed envelope marked "School Lunch" with your child's name. If sending cash, please send it in a sealed envelope marked "School Lunch" with your child's name. Although we do accept cash payments, we strongly discourage them as they are more difficult to track. Our cashiers have very limited amounts of change so please have close to exact payment or be willing to deposit the change onto the meal account.

For more information on using LINQ Connect and setting up your account, please visit [LINQ Connect Information](#).

What happens if my student doesn't have money to pay for their meal?

The Bethlehem Central School District places high importance on maintaining the dignity of all students and this includes ensuring they are both nurtured and well-nourished while at school. For the 2025-2026 school year, all students are eligible for one free breakfast and one free lunch per day. Second meals and a la carte items must be paid for with money on the student's account or with cash. A la carte and second meals cannot be charged. More details can be found by viewing the District's [Meal Charging Policy](#)

Free and Reduced Price Meal Information for 2025-26

Even though meals are free this school year, we encourage all families to [fill out a free & reduced application](#). The application is also available in 49 different languages, for the translated application please click here: [Translated Free & Reduced Application](#). The data gathered from this form can qualify students for additional benefits and allows the district to receive additional state and federal funding. The online form only requires an income range and is confidential.

For questions about the free and reduced application, please contact:

Susan Frank, Senior Shared Food Service Program Specialist

susan.frank@neric.org

(518) 464-5133

Link to [2025-26 Free and Reduced Meal Application](#). Families can apply at any time during the school year.

SUMMARY OF STUDENT CODE OF CONDUCT

Part 1: Introduction

This document is a plain-language summary of the Bethlehem Central Code of Conduct. The Bethlehem Central Code of Conduct was developed in consultation with teachers, parents, students, administrators and other school/community representatives. It was adopted by the Board of Education with the expectation of full compliance by all students on school property or participating in or attending school functions. The code includes standards for student conduct, outlines clear consequences for students who break the rules and serves as a standard for consistency and fairness that protects students' rights while promoting their responsibilities. This document's purpose is to highlight and summarize information of interest to Bethlehem Central students and their parents/guardians. It is not a replacement. You may find the full Bethlehem Central Code of Conduct here: [BCSD Policy 5300_Code of Conduct](#). If you have questions regarding any of the information in this document, or the Bethlehem Central Code of Conduct, please contact the BCHS Administrative Team.

Part 2: Definitions

This section defines the terms: student, parent, behavior, school property, school bus, school function, disability, discrimination, emotional harm, employee, disruptive student, violent student, weapon, gender, gender expression, gender identity, sexual orientation, relationships, respect, responsibility, restorative practices, harassment/bullying, cyberbullying, protective hairstyles, and race.

Part 3: Essential Partners

All students are expected to know and follow the regulations of the school district. All parents/guardians are expected to support their student's learning. Parents/guardians are responsible for their student's attendance, appropriate dress, communication with teachers and other school staff. All teachers, counselors, administrators, superintendent, board members and other school personnel are expected to promote and "maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, economic status, disability, sexual orientation, gender, gender identity, expression or sex."

Part 4: Student Rights and Responsibilities

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, the district has established the following student rights and responsibilities. Each student has the right to take part in all district activities and

education regardless of race, color, weight, national origin, ethnic group, religion, religious practice, economic status, disability, sexual orientation, gender, gender identity, gender expression, or sex.

FERPA allows parents and students over 18 to review the student's educational records and request to amend any inaccuracies. They may also consent to disclose or withhold personally identifiable information within the student's record. Information received by teachers, administrators or other district officials is not privileged.

Students have the responsibility to abide by the policies and regulations of the school district, contribute to maintaining and supporting a safe and orderly school environment that is conducive to learning, and may not interfere with the education or the rights of others.

Part 5: Prohibited Student Conduct

All students are expected to conduct themselves in an appropriate and civil manner. The purpose of defining prohibited student conduct/regulations is to prevent or deter unacceptable behavior and provide for uniformity and fairness in dealing with all students. Students will face disciplinary action for engaging in:

- disorderly conduct
- conduct that is violent or threatening
- conduct that is insubordinate and/or disruptive to student learning or teacher instruction
- conduct that endangers the safety, morals, physical or mental health or welfare of others
- harassment
- misconduct on a school bus
- academic misconduct
- off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the education process in the school or at a school function.

Part 6: Academic Integrity

Any student who engages in an act of academic dishonesty (cheating, fabrication, plagiarism, facilitating dishonesty) will be required to redo the assignment for partial credit. In addition, the student will be placed on formal academic probation for one year. A second incident will result in a note being placed in the student's academic file. An act of academic dishonesty found during a quiz, test or exam, will result in no grade on the exam and a parent meeting. A grade of zero may be entered for the quiz, test or exam. Appeals must be made through the school principal.

Part 7: Standards for Student Conduct

Regular attendance and punctuality are expected of students from the first day of school. Students may be denied the privilege of participating in or attending extracurricular events due to tardiness/class attendance. Students may lose the opportunity to take further exams and quizzes in a course if the total number of excused and unexcused absences in that course exceeds 30 for a full-year course and 15 for a semester course.

Students are entitled to express their personal opinions verbally or in writing or by symbolic speech. This expression should not interfere with the freedom of others to express themselves.

Search and Seizure:

Student lockers and desks are the property of the school district. However, the school district is not responsible for any items left in lockers or in desks. School district officials have the right and responsibility to search student lockers and/or desks at any time. The Bethlehem Central School Board authorizes the superintendent, building principals and their designees to conduct searches of students, their belongings and their automobiles that are parked on the school campus if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code of Conduct. Items that are prohibited on school property or are used to disrupt or interfere with the educational process may be removed from student lockers, desks and/or automobile or other personal property by school authorities. The police will be contacted if any item recovered presents a violation of law. The principal or a designee will be present during any police questioning or search on school property or at a school function and all students will be afforded the same rights they have outside of school. Before police officials

are permitted to question or search any student, the principal or their designee shall first try to notify the student's parent in order to give the parents the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is sixteen years of age or older.

Part 8: Computer and Internet Acceptable Use Regulation

Students' use of computers and access to the Internet while at school are privileges and are intended to be for educational purposes only. All parents and students are required to review the Bethlehem Central School District's Board Policies including: Acceptable Use ([4526/4526-R](#)), Internet Safety ([4526.1/4526.1-R/4526.E1-2](#)), Cloud Storage ([4526.2](#)), Technology Resources and Data Management ([8630/8630-R](#)), Data Privacy and Security ([8640/8635/8635-E/8635-R](#)), Code of Conduct ([5300](#)), and Cyberbullying ([5810](#)). Parents and Students agree to comply with the regulations set forth. Failure to comply with the regulations may result in disciplinary action. The District's Technology is for educational use, and the District's regulations are not necessarily all-inclusive due to this rapidly changing field.

Part 9: Student Dress Code

All students are expected to dress appropriately for school and school functions. Students and their parent(s)/guardian(s) have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify professional and appropriate attire, and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. School staff shall enforce the dress code consistently and in a manner that does not reinforce marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression. Student attire shall not interfere with health or safety, contribute to a hostile or intimidating atmosphere for any student, or disrupt or interfere with the educational process.

Student attire must:

- **Fully cover** genitals, buttocks, breasts and nipples with opaque fabric.
- Include a shirt (with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (e.g., a skirt, sweatpants, leggings, shorts, dress).
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- **Not** include hats/hoods/headgear inside the school during the school day, except for a medical or religious purpose or for approved activities.
- **Not** include swimsuits (except as required in class or athletic practice).
- **Not** include accessories that could be considered dangerous or could be used as a weapon.
- **Not** include items that are vulgar, obscene, or libelous or that denigrate others on account of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, economic status, disability, sexual orientation, gender, gender identity, gender expression or sex in an expressed or implied manner.
- **Not** promote or endorse the use of alcohol, tobacco or illegal drugs or encourage other illegal or violent activities.
- **Not** denote or represent gang affiliation such as bandanas, beads, jewelry or other indicators and/or symbols intended expressly so.

BCSD celebrates students' differences and individuality and encourages students to wear the clothing and styles they deem most reflective of their true selves, provided it does not violate this dress code. Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail

color or styles or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or to discipline them for doing so.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension. Each building principal or designee shall be responsible for informing all teachers, students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Part 10: Prohibition of Gang Activity, Fraternities, and/or Sororities

Students are not to promote any exclusionary group on school grounds. This includes wearing or distributing clothing, jewelry, insignias or symbols/signs of membership; soliciting members; hazing prospective members; using signs/symbols to communicate to other members, or defacing school property.

Part 11: Transportation

All school buses and stops are school property and are subject to all rules set forth in the Bethlehem Central Code of Conduct. Each student has an individual responsibility to help ensure the safety of all students on the bus by following the rules. Students may not bring prohibited items onto a school bus. This includes, but is not limited to, skateboards, animals, flammable materials, medications or controlled substances and weapons. Students must comply with the direction of the bus driver. Students may not consume food or beverages on the school bus.

Part 12: Athletic Code

<https://www.bethlehemschools.org/departments-services/athletics/athletic-handbook-code-of-conduct/>

Each student-athlete receives an Interscholastic Athletic Handbook, which clearly defines the standards for student athlete behavior. Before a student is permitted to participate on an athletic team, both the student and parent must sign an Interscholastic Athletics Participation form and return it to either the athletic director or the school nurse. The signatures of both the student athlete and the parent indicate that each agrees to respect and abide by these rules and behavior expectations in order to participate in interscholastic athletics at Bethlehem Central. Student athletes will be disciplined by school district administrators for infractions using the guidelines set forth in the Interscholastic Athletic Handbook and this Code of Conduct.

Part 13: Procedures for Addressing Student Misconduct & Violations of the Code of Conduct

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. In determining the appropriate disciplinary action, school personnel will consider the following: the student's age; the nature of the offense and the circumstances that led to the offense; the student's prior disciplinary record; the appropriateness of other forms of discipline; information from parents, teachers, staff, and/or others, as appropriate; and other extenuating circumstances.

In general, discipline will be progressive, meaning that a student's first violation will usually merit a lighter penalty than subsequent violation. However, school personnel may impose a more severe penalty for a first violation depending on the specific facts and circumstances of an incident. Any weapon, alcohol or illegal substance found shall be confiscated immediately, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution. The building principal or designee will consult with the appropriate local law enforcement agency regarding violations that constitute a crime. Notification may be made by telephone, a written letter or by email.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education when required by law. Discipline administered will be consistent with the separate

requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her/their disability, except to the extent permitted by law.

All students are expected to promptly report violations of the Code of Conduct to any staff member or administrator. Any student observing another student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to any staff member or administrator.

Removal of a Disruptive Student from the Classroom:

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom (see "Disruptive student" in the definitions at the beginning of this Code). A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions.

Teachers will first use interventions aimed at teaching appropriate and responsible behaviors so students can learn and demonstrate safe and respectful academic, social, and emotional behavior.

In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom, in order to give the student an opportunity to regain his or her composure and self-control in an alternative setting.

[The teacher must comply with the removal process outlined in the District Code of Conduct XII\(J\).](#)

Part 14: Disciplinary Consequences and Sanctions

There are three levels of disciplinary actions and consequences as outlined [here](#). Understand that the nature and severity of an offense can escalate it to a higher category and that any infractions which violate the law will be referred to law enforcement agencies. An ongoing pattern of disruption, truancy, drug and alcohol usage or insubordination will result in a referral to the Juvenile Justice Systems (PINS) The range of consequences listed below is progressive. Consequences escalate as actions recur. These lists are examples only and are not all inclusive.

Part 15: Discipline of Students with Disabilities

It may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement if that placement is substantially likely to result in injury to the student or to others. This is an option to be used sparingly as staff will employ conflict resolution meetings, restitution to those harmed, and group, classroom, or community circles as appropriate for a particular student. Restorative justice practices will be considered first in dealing with disciplinary issues, as long as the student with disabilities is able to meaningfully participate in the process and such practices are allowable under their IEP.

New York's Education Law also provides certain procedural protections that school authorities must observe when they decide to suspend or remove a student with a disability or presumed disability. [More information can be found in the Code of Conduct.](#)

Part 16: Prohibition of Corporal Punishment

No teacher, administrator, officer, or employee shall use corporal punishment (physical force) against a student. [More information here.](#)

Part 17: Visitors to the School

All visitors to the school during the school day must report to the school's visitor sign-in desk or the main office upon arrival at the school. There they will be required to show a picture ID and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.

Part 18: Public Conduct on School Property

The District is committed to providing an engaging and orderly environment that is conducive to learning. Any person on school property or attending a school function, including students, teachers, and District personnel, must adhere to the Code of Conduct.

ANNUAL DISTRICT NOTIFICATIONS

There are several other annual notifications that are required by law and shared with BCSD families. Please review the following:

Annual Professional Performance Review (APPR)

New York State Education Law requires each classroom teacher and school principal to receive an annual professional performance review (APPR) that results in a composite effectiveness score and rating. All parents/guardians have the right to obtain the APPR quality ratings and composite effectiveness scores for their child's current teacher(s) and principal(s) once they are available. To initiate this request, please contact your child's principal in their corresponding school.

Asbestos Management Plan

In accordance with the EPA Asbestos Hazard Emergency Response Act, the Bethlehem Central School District has in place an asbestos management plan to identify and manage asbestos building materials. The Asbestos Management Plan (AMP) for the district is kept on file at the district office at 700 Delaware Ave., Delmar. These records are available for review during regular business hours (8 a.m. to 4:30 p.m.) or by making an appointment. For more information, contact the Chief Business and Financial Officer in the district business office at 518-439-7481. Information about required inspections and any scheduled asbestos projects occurring this school year is contained within the AMP and is available on the district website.

Child Abuse Hotline

If you suspect a child is being abused or maltreated (neglected), report it by calling 1-800-342-3720, a toll-free 24-hour hotline operated by the New York State Office of Children and Family Services. If you believe a child is in immediate danger, call 911 or your local police department. Information about reporting child abuse and maltreatment (neglect) is available online at <http://ocfs.ny.gov/main/cps/>.

Discrimination, Harassment, Hazing and Bullying

It is essential that students are able to pursue their academic goals and extracurricular activities in a respectful environment. The Board of Education has enacted a policy that strictly prohibits all forms of discrimination, harassment, hazing & bullying. This regulation sets forth detailed guidelines for reporting, investigating, and remedying allegations of discrimination, harassment, including sexual harassment, hazing, and bullying of students. The policy applies to students and staff members on all school grounds, as well as buses. The policy also states that students and staff members with knowledge of discrimination, harassment, hazing, and/or bullying should report such activity to a school official promptly. Expectations for student behavior are covered at assemblies and at various programs throughout the year. Parents and students are also encouraged to learn more about the Harassment, Hazing & Bullying policy in the online policy manual ([Policy No. 0115](#)). This policy is reviewed regularly and updated.

Grade Promotion and Placement

It is essential that each child experience both challenge and success from school activities. To this end, the District will make every effort to place each student in the most appropriate learning level for a successful educational

experience. District curriculum guides indicate goals for achievement by the “average” student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period while others need additional time. Early identification and intervention, promotion and retention are methods to meet the needs of such children. The district’s promotion and placement policy was adopted by the board of education following a review by the district administration.

Idling School Buses on School Grounds

State law requires school districts to take steps to minimize the idling of the engines of school buses and other school vehicles on school grounds. While students are boarding and departing school buses, the engine should be turned off. Students should be instructed about the importance of getting on and off buses in an orderly and efficient fashion to minimize loading and unloading time. Bus engines should also be off while parked at sporting events and other school activities. Exceptions to this “no idling” policy can be made in cases of emergency, mechanical issues or for necessary heating.

Instructional Technology Plan

As required by Commissioner’s Regulation 100.12, the Bethlehem Central School District maintains an Instructional Technology Plan to help support achievement and engagement through the seamless integration of technology into teaching and learning, improve learning experiences for students and increase equitable access to technology-rich learning experiences for students and staff. Bethlehem Central School District’s plan is available on the district website.

Integrated Pest Management

New York State Education Law requires schools to provide written notification to all parents/guardians and staff members regarding the potential use of pesticides periodically throughout the school year. The district maintains a list of all individuals who wish to receive 48-hour prior written notification of certain pesticide applications. If you would like to receive 48-hour notifications of pesticide applications that are scheduled to occur, please contact Operations & Maintenance Department, 518-439-2123. In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. Some pesticide applications are not subject to notification requirements, including anti-microbial products, EPA-designated biopesticides and exempt materials, and when a school remains unoccupied for a continuous 72-hours following an application. For more information on requirements, please contact the Operations & Maintenance Department, 518-439-2123.

Lead Testing in Schools

State law requires school districts to test all water outlets currently or potentially used for drinking or cooking purposes in buildings that may be occupied by students for lead and submit those samples to a state-approved lab for analysis. Testing last took place in the 2023-24 school year and must be completed every three years thereafter unless the state Commissioner of Health requires testing sooner.

The state established an action level of 5 micrograms per liter of lead per liter. This action level was set by the state in 2022. If a sample from a water outlet exceeds this level, schools must take steps to prevent the use of the outlet for drinking or cooking purposes until it is remediated and follow-up testing confirms it is no longer above the action level.

School districts are required to report the results of all water testing to the state Department of Health, the state Education Department and the local health department, and to post the results—along with remediation plans, if required—on the official district website. The latest results from Bethlehem can be found [here](#).

Non-Discrimination Policy

The Bethlehem Central School District does not discriminate on the basis of race (defined as, but not limited to, ancestry, color, ethnic group identification, and ethnic background, as well as traits historically associated with race

including hair texture and protective hairstyles), color, national origin, creed, disability, sex, sexual orientation, marital status, age, military status or any other protected status in its educational programs, employment or any other activities and provides equal access to the Boy Scouts and other designated youth groups. Further, it is unlawful for an employer to retaliate against any individual because that person filed a complaint, opposed any unlawful practice or testified or assisted in an investigation or proceeding. New Title IX regulations took effect in 2020 to protect students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. District personnel have received training on the new Title IX regulations.

Any inquiries and complaints regarding non-discrimination in the district may be referred to:

- For students: Dr. David Hurst, Title IX/Section 504 Coordinator, Sex/Handicap Discrimination, 700 Delaware Ave., Delmar, NY 12054. (518) 439-4921.
- For employees: Amy Baluch, Title IX/Section 504 Coordinator, Human Resources Director, 700 Delaware Ave., Delmar, NY 12054. (518) 439-4921.

Student Privacy and Student Records

Under the Family Educational Rights and Privacy Act (FERPA), parents and students who are over 18 years of age ("eligible students") have the right to inspect and review the student's educational records. Such a request must be sent in writing to Deputy Superintendent Dr. David Hurst, Bethlehem Central School District, 700 Delaware Ave., Delmar, NY 12054. Arrangements will be made to provide access to such records within 45 days after the request has been received.

Parents also have the right to request the amendment of the student's education records believed to be inaccurate or misleading by writing to the Chief Business and Financial Officer, identifying the record and specifying what they believe is inaccurate and why. And they have the right to consent to disclosure of personally identifiable information in a student's education record, except to the extent that FERPA authorizes disclosure without consent. It is the district's policy to disclose personally identifiable information from student records, without consent, to school district officials with legitimate educational interests (i.e., to fulfill professional responsibilities) and, upon request, to another school district or institution in which a student seeks enrollment. School officials include administrators, supervisors, instructors and support staff employed by the district; Board of Education members; a person or company (e.g., attorney, auditor or therapist) with whom the district has contracted to perform a special task; or a parent or student serving on an official committee or assisting another school official in performing duties. If the school opts not to amend the record as requested, the eligible student or parent will be notified of the decision and of their right to a hearing. Parents who believe the district has not complied with FERPA requirements may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC, 20202-4605.

Student Directory Information in Publications/Media

Consistent with the Family Educational Rights and Privacy Act (FERPA), student directory information (defined as name, grade, school, town of residence, photograph, participation in activities and/or sports, and any honors or awards received) may be released for publicity purposes to the media or other organizations. The purpose of doing this is to enable student activities and accomplishments to be publicized and for the creation of such publications as the annual yearbook, programs for graduations, concerts and other special events, sports activity sheets and honor roll or recognition lists. Achievements are typically publicized on the school website and through school district social media, press releases to the local media and official district publications. Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Parents/guardians who object to the release of their child's directory information should notify in writing both the superintendent of schools and their child's building principal within 14 days of the start of each school year. While the district will honor the request of any parent who has submitted written notification opting their child out of the

release of directory information, the district is not responsible for media that cover news happenings, sporting events, or other school events that are open to the public, such as plays and musical performances.

Parents Bill of Rights: Education Law §2-d Bill of Rights for Data Privacy and Security

Parents (including legal guardians or persons in parental relationships) and Eligible Students (students 18 years and older) can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any Commercial or Marketing purpose. PII, as defined by Education Law § 2-d and the Family Educational Rights and Privacy Act ("FERPA"), includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to Parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, FERPA at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); and the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.
4. Safeguards associated with industry standards and best practices including, but not limited to, encryption, firewalls and password protection must be in place when student PII is stored or transferred.
5. A complete list of all student data elements collected by NYSED is available at www.nysed.gov/data-privacy-security/student-data-inventory and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed.
(i) Complaints should be submitted to Erin Sheevers: esheevers@bethlehemschools.org (ii) Complaints may also be submitted to the NYS Education Department at www.nysed.gov/data-privacy-security/report-improper-disclosure, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474-0937.
7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

Additional Student Privacy Information

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to inspect and opt their child out of any student survey that reveals information about personal attitudes, behaviors or beliefs. Students 18 years or older also have the option to opt out of those surveys as well. Parents also have the right to receive notice of and opt their child out of any activities that involve the collection, disclosure or use of a student's personal information for

marketing purposes and out of any non-emergency, invasive physical exam or screening, except for hearing, vision and scoliosis screenings or as permitted or required by state law.

Release of Student Information to Military Recruiters, Colleges

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. This information is routinely used by members of the Armed Services (Army, Navy, Air Force, Marine Corps) as well as colleges, vocational schools, collegiate scholarship information services and graduation apparel companies. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent. Parents and students wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must fill-out and sign the military opt-out form which can be found at this link, [Military Opt Out Form](#) . **This form needs to be on file with the BCHS Main Office by Friday, October 3, 2025.**

Online Learning Platforms – Privacy Best Practices

If learning must move online at any time, the Bethlehem Central School District ensures that all online learning platforms that include personally identifiable information (PII) are compliant with both FERPA and NYS Education Law 2-d, which protects the privacy of students, teachers and principals. Families of students can assist the district in maintaining privacy by: Discouraging non-students from observing virtual classrooms, and avoiding recording and sharing of virtual lessons, to minimize inadvertent disclosure of PII. Understanding that recording the virtual classrooms may create education records that are subject to FERPA regulations, as listed above.

Teacher Qualifications

Under the Every Student Succeeds Act, parents/guardians have the right to know the professional qualifications of their child's classroom teachers, including: whether a teacher has state certification for the grade levels and subjects he or she is teaching; the teacher's baccalaureate degree major and any other certifications or degrees; and whether their child receives services from paraprofessionals and, if so, their qualifications. Requests for the above information may be directed in writing to Dr. David Hurst, Deputy Superintendent, 700 Delaware Ave., Delmar, NY 12054