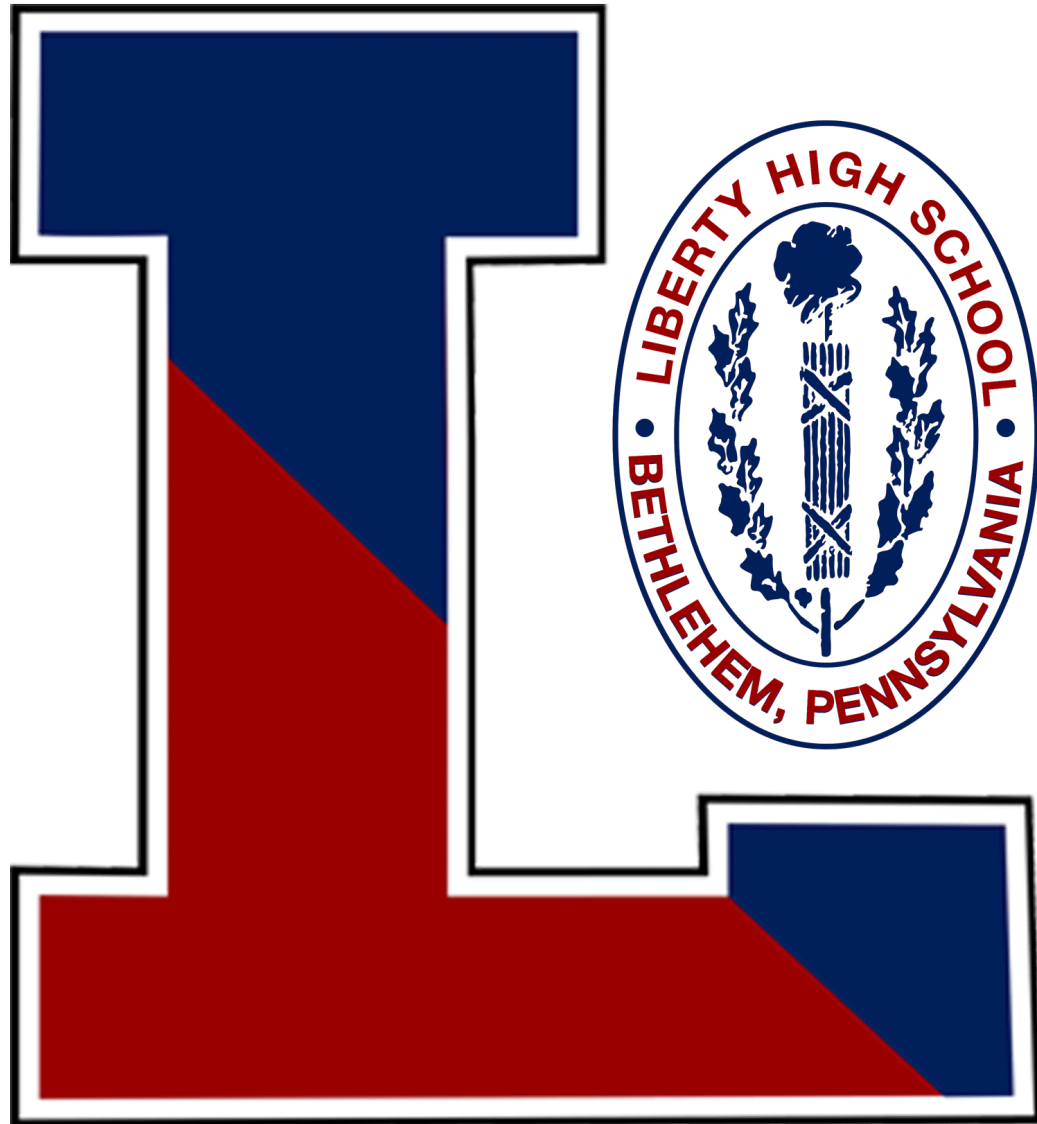


# LIBERTY HIGH SCHOOL STUDENT HANDBOOK



2024-2025

# Liberty High School

## 3 PILLARS

### 3 P's of Liberty

Passion + Purpose + Pillars = Student Success

Passion & Purpose:

Our goal is to make sure every student identifies their true passion and purpose.

Pillars:

**Accountability** - for all members of our school community.

**Character** - must be shown by all.

**Engagement** - We must all be fully engaged in the learning process.

***Success for all students!***

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## **Liberty High School Mission Statement**

*Liberty High School strives to create a positive learning community, dedicated to a culture of excellence, where all relationships are valued. All members of the Liberty family have a responsibility to uphold the spirit of accountability through open communication, consistency, mutual respect, and school wide safety. Through collaboration, our school will provide opportunity for growth and develop independent thinkers for our 21<sup>st</sup> century global society.*

# ADMINISTRATIVE AND FACULTY ROSTER

LIBERTY HIGH SCHOOL

Bethlehem, Pennsylvania

## ADMINISTRATION ORGANIZATION

Harrison Bailey III.....Principal 50900  
Melissa Falcone.....Secretary 50901  
Stacy Shorette.....Secretary 50916  
Kathleen Davis.....Secretary 50902

### STUDENT SERVICE CENTER 400

#### Letters A-E

Aida Rivera.....Assistant Principal 50913  
Andrew Uhler (A-Bre).....Counselor 50930  
Colin Jupina (Bri-Cre).....Counselor 50929  
Nicole Seng (Cri-E).....Counselor 50931  
Reynaldo Martinez.....Secretary 50914

### STUDENT SERVICE CENTER 800

#### Letters F-L

Wayne Whitaker.....Assistant Principal 50909  
Marcie Litak (F-Go).....Counselor 50926  
Tammy Adelsberger (Gr-Joh).....Counselor 50927  
Heather Walke (Jon-L).....Counselor 50919  
Masiel Batista.....Secretary 50910

### STUDENT SERVICE CENTER 103

#### Letters M-Ri

Antonio Traca.....Assistant Principal 50906  
Travis Wuchter (M-Mon).....Counselor 50928  
Stephanie Berry (Moo-Perd).....Counselor 50925  
Nicole Parra (Pere-Ri).....Counselor 50924  
Kristy Robinson.....Secretary 50907

### STUDENT SERVICE CENTER 112

#### Letters Ro-Z

Jen Lasso.....Assistant Principal 50903  
Kristin Vazquez (Ro-Sc).....Counselor 50920  
Zakiye Abboud (Se-To).....Counselor 50915  
Nicole Kwitowski (Tr-Z).....Counselor 50921  
Zenayda Alicea.....Secretary 50904

Tara Richards.....Assistant Principal for Curriculum and Instruction 50905  
Robin Hochella.....Secretary 50917  
Frederick Harris.....Athletic Director 50950  
Maria Guzman.....Secretary 50951  
Chris D'Emilio.....Dean of Student 50932

FACULTY ROSTER <http://basdwpweb.beth.k12.pa.us/liberty/>

## 2024 - 2025 Daily Time Schedule

7:25	Teachers Report
7:22	All buses are scheduled to arrive
7:30 - 9:03	Block 1 (93 minutes)
9:09 - 10:42	Block 2 (Pledge and announcements)(93 minutes)
10:48 - 12:51	Block 3 (Lunch - 30 minutes) (93 minutes)
12:57 - 2:30	Block 4 (End of day announcements)(93 minutes)
2:55	Teacher Dismissal

### Lunch Schedule

A Lunch 10:48 - 11:18	(Class 11:18 - 12:51, 93 minutes)
B Lunch 11:18 - 11:48	(Class 10:48 - 11:18, 11:48 - 12:51, 93 minutes)
C Lunch 11:48 - 12:18	(Class 10:48 - 11:48, 12:18 - 12:51, 93 minutes)
<b>**D Lunch 12:21 - 12:51</b>	<b>(Class 10:48 - 12:21, 93 minutes)</b>

1. Dual Enrollment students and Honors Scholars students are scheduled off campus at college throughout the day. Please be flexible with their arrival and departure time.
2. Co-Op students, STEPS Program, are scheduled off campus throughout the day and should report promptly to class.

## Vocational Technical School Bus Pick up & Arrival Times

<b>7:25</b>	<b>Pick-up for Vo-Tech (Bus Loading Zone)</b>
9:00	Pick-up at Vo-Tech
9:10	Arrival and pick up for Vo-Tech (Bus Loading Zone)
10:30	Pick-up at Vo-Tech
10:42	Arrival and pick up for Vo-Tech (Bus Loading Zone)
12:40	Pick-up at Vo-Tech
12:50	Arrival and pick up for Vo-Tech (Bus Loading Zone)

# OPEN HOUSE

September 11, 2024 6:30-9 PM

February 5, 2025 6:30-9 PM

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## REPORTING PERIOD AND REPORT CARDS

Marking Period	Date of Close	Report Card Posted
First	Oct. 29, 2024	Nov. 18, 2024
Second	Jan 22, 2025	Feb. 6, 2025
Third	Mar. 31, 2025	Apr. 15, 2025
Fourth	June 9, 2025	June 24, 2025

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### Keystone Testing:

Winter	Jan. 5-17, 2025
Spring	May 12-23, 2025

**PERMISSION WILL NOT BE GRANTED FOR TRIPS/VACATIONS DURING THE DISTRICT'S STANDARDIZED TESTING PERIOD, THE STATE'S TESTING PERIOD, AND THE SCHOOL'S EXAMINATION PERIODS AT THE END OF THE FIRST AND SECOND SEMESTER.**

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### SAT / ACT Schedule

COLLEGE BOARD and ACT EXAMINATION DATES see [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org)

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## STUDENT SERVICES

Liberty High School seeks to ensure that each student achieves his/her maximum potential in social, emotional and academic growth. To assist student development in these areas we have established four (4) Student Services Centers each of which is staffed by an assistant principal, guidance counselors, and a secretary. The purpose of these centers is to provide each student with necessary assistance in such areas as guidance, counseling, attendance and discipline.

- **Students with letters A - E will report to Student Services 400**
- **Students with letters F - L will report to Student Services 800**
- **Students with letters M-Ri will report to Student Services 103**
- **Students with letters Ro-Z will report to Student Services 112**

The Curriculum and Instruction Office is located in room 612.

Liberty High School is very confident that these Student Services Centers will help to improve communication between students, faculty, parents, counselors, and administration. Guidance and counseling services provided by the Student Services Center include:

- academic counseling
- educational and career planning
- personal counseling
- school and home communication

A student desiring to confer with a counselor may do so before or after school or by appointment during school hours. Student achievement office is in charge of school wide assessments, AP curriculum, honors placement, new registrations and curriculum. Parents may contact their child's counselor by telephoning the appropriate Student Services Center - 610-691-7200 for grades 9–12 for an appointment.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is designed to help address the problem of drug, alcohol use and abuse among students. The Student Assistance Program is also designed to assist students with their education and mental health. The Student Assistance Program team is made up of teachers, counselors, nurses and administrators who have received special training in areas such as adolescent drug and alcohol issues, dysfunctional families, suicide, depression and group facilitation.

The team accepts referrals from staff, students, parents and community agencies or students who may have drug or alcohol related problems, social emotional issues and educational issues. Information is carefully and confidentially collected in order to determine the nature and scope of the problem. Decisions made and actions taken, based on this information, may include referrals to community agencies. Support groups are offered during the school day for students returning from treatment and for students in need of drug and alcohol education.

Referral forms are available on-line.

## **GRADUATION REQUIREMENTS / PROGRAM OF STUDIES (Online)**

During the high school career a student may earn 32 credits to achieve their 26 credit requirement. Student credit achievement will be evaluated each year by administrators to determine promotion to the next grade. Students in grade 9 must earn a minimum of 6 credits to be promoted to grade 10. Grade 10 students must earn a minimum of 13 credits and the ability to be mapped to graduation to be promoted to grade 11. At the end of grade 11 a student must earn a minimum of 18 credits to be promoted to grade 12. In

all cases, provisions may be made for summer school and credit recovery options to earn credit for failed courses. Students who are retained should complete an action plan for successful credit acquisition. Please check Liberty High School's website or the following link for more information on the Program of Studies. [BASD 2024-2025 Program of Studies Download – Liberty High School](#)

## **LAMP OF KNOWLEDGE, HIGHEST HONORS, HONORS**

**Lamp of Knowledge:** To receive a "Lamp of Knowledge" a student must have achieved a final grade of an A, or their equivalent, in all courses for all four years.

**Highest Honors:** To receive "Highest Honors" recognition at graduation a student must achieve at least a 4.0 grade point average for four years in each traditionally-graded subject for a minimum of 26.0 credits.

**Honors:** To receive "Honors" recognition at graduation a student must achieve at least a 3.5 grade point average for four years, for a minimum of 26.0 credits.

Advanced Placement (AP) and honors courses are "weighted" and designed to challenge students who wish to stretch and enrich their academic experience with college level courses.

*The values to compute the averages are 5.3 for an A+; 5 for an A; 4.7 for an A-; 4.3 for a B+; 4 for B; 3.7 for B-.*

## **SCHEDULE CHANGES**

Adding courses to a student's schedule can be accomplished by initiating requests to the appropriate counselor. Changing from one instructional level to another of the same course will be considered if it has been determined that the student has been misplaced due to a scheduling error or based upon analysis of reading or math scores or other agreed upon placement criteria. In most cases, changes or dropping of a core course may not be permitted without approval of the department chair, teacher, assistant principal, parent and counselor.

A student should follow these procedures prior to considering a course change:

1. The student should ask his/her teacher directly for additional help in the course in which the student is having difficulty.
2. If the student has demonstrated an effort to succeed in the course, and still wants to change or drop the course, he/she must meet with his counselor to initiate the proposed schedule change.



## Drop / Add Policy

The following guidelines exist for schedule changes requested after August 15th:

1. This process is for the academic courses in English, Social Studies, Science, Math, and Foreign Language.
2. Level changes will not be considered unless the student has an average of 75% or lower in the course.
3. A "Drop / Add Policy and Form" must be completed by the student and parent. Forms are available on the school website and in the counseling office.
4. Schedule changes will be considered for valid educational reasons only. Schedule changes will not be made to accommodate requests for lateral moves within the same subject area or teacher preference.
5. The counselor, assigned teacher, and department chair will review schedule change requests.
6. Full semester courses will not be dropped after the first 20 instructional days (or 40 days for a year-long course) of class without the W, WP, or WF designation.
7. Quarter courses (half semester courses) will not be dropped after the first 10 days of class without the W, WP, or WF designation.
8. All students must maintain a full schedule for the entire year.

**Withdrawals from a course will not become part of the student record if the course is dropped within the first 20 days of a semester class and within the first 10 days of a quarter course (half semester course).** A "W" (Withdrew) will be recorded after those days but prior to the end of the first quarter. Either a "WP" (Withdraw Passing) or "WF" (Withdraw Failing) will be recorded if the course is dropped after the first marking period, indicating the student's progress at the time of withdrawal.

**A course change must be based upon academic considerations, and be facilitated by a conference/plan developed by the student, parent, teacher and counselor/grade level administrator to support student success.** This plan will require tutoring, completion of all required work to date, and a sincere demonstration of effort and ability by the student prior to dropping a course or level of course for all classes in English, Social Studies, Math, Science and Foreign Language.

## **BUS SURVEILLANCE**

“The Bethlehem Area School District Board of School Directors has authorized the use of video/audio cameras on school district buses. These cameras can record both what is said and done on buses. The video/audio cameras will be used to monitor student behavior, to maintain order on the school buses and promote a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to review the tapes of their child if the tapes are used in a disciplinary proceeding involving their child.”

## **PROSPECTIVE STUDENT VISITORS**

Students who desire permission to have a visitor in the school must report to their Student Services Center at least one (1) day prior to the visit to receive approval. Permission for visitation privileges may be denied based on a student's previous demonstration of inability to abide by school rules and procedures. Teachers will have the option of allowing the student visitor to audit their classes. Visitors denied such permission must report to the appropriate Student Services Center for the period. Failure to comply with any part of this policy will result in the immediate removal of the visitor from school grounds.

Persons who are not members of the school community, or who have no legitimate purpose for which to be on school grounds, will be considered trespassers and referred to the police for appropriate action. Any person who desires to be on school grounds must report to the main office and receive permission to confer with any school personnel.

## **VOLUNTEER GUIDELINES**

Bethlehem Area School District (BASD) welcomes and encourages parent and community volunteers in its schools. Necessary precautions must be undertaken by district administrators to keep students and staff members safe. If you are interested in being a volunteer, you must go to the BASD website for further information.

## **PROCEDURES FOR OBTAINING EMPLOYMENT CERTIFICATES**

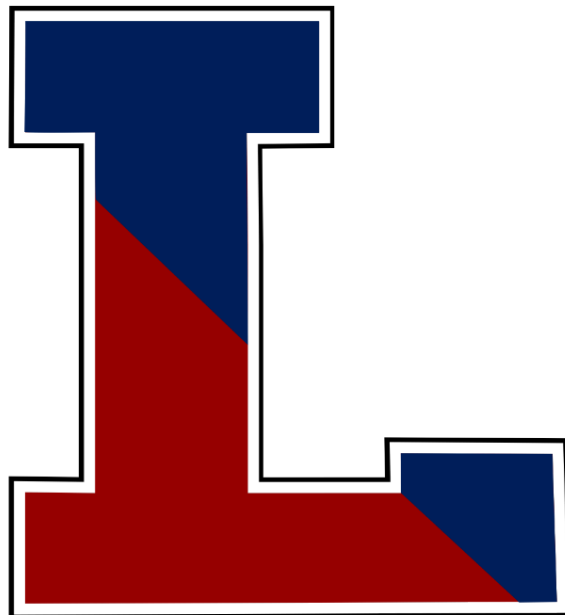
Anyone interested in temporary and vacation employment is to report to the Main Office of Liberty High School for a briefing regarding procedures for securing a certificate (working paper). This service is offered from 1 to 4 PM daily. The minor must present evidence of the date of birth certificate or other legal document with a parent.

## **FRAMEWORK FOR CITIZENSHIP (FORMERLY STUDENT CODE OF CONDUCT)**

In September of 1996, the Bethlehem Area School District implemented a district-wide Student Framework for Citizenship. The community, parents, guardians, students and staff reviewed this Code in meetings, assemblies, small groups, and/or through written notification. The Code is based on a framework for academic, character and citizenship to build a safe, caring and respectful learning community.

Disciplinary guidelines are found in the Student Framework for Citizenship handbook and are available in the Student Services Centers. Violations for drug / drug paraphernalia / alcohol / tobacco / tobacco products / weapons /weapon look alike, and et.al., see Student Framework for Citizenship handbook at the BASD website.

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## CELL PHONE /ELECTRONIC DEVICE POLICY/PROCEDURE

Electronic device use is a huge distraction for students and therefore a constant issue for teachers. The electronic device procedure for classrooms is as follows:

- Teachers will clearly communicate and students must understand that the use of electronic devices in class, other than their Chromebook, has a significant impact on their ability to learn.
- As a result, teachers and administrators **will not** allow the use of electronic devices during instructional time and consequences will be enforced.
- Students are welcome to use their phones, earbuds and smart watches **until the 2 minute pause begins**. Once the pause begins, all students are to place all of their electronic devices in their assigned black pouch or in their book bag. The pouch must be sealed and placed on the student's desk.
- All cell phones and smart watches must be on silent or vibrate.
- There are times when we may use cell phones as a part of a class activity. The expectation is that students will not be using this time to access social media, games, etc.
- When going to the bathroom or anywhere else in the building, your electronic device pouch must be turned in to the teacher and stay in the classroom while you are out. You can retrieve it when you return.
- Upon finishing classwork **and** teacher's discretion, you may be entitled to access your electronic devices during the last 5 minutes of class time.

### Consequences:

1. If the student is found using electronic devices during class, outside of what has been stated above, a verbal warning will be issued.
2. 2<sup>nd</sup> use will result in an email or phone call to a parent/guardian.
3. If phone use continues,
  - a. The teacher may direct the student to place the phone on the teacher's desk until the end of the block.
  - b. The teacher may refer the student to their administrator for disciplinary action
4. Students who become disrespectful with a teacher about the electronic device procedure will be issued an immediate referral. If the teacher feels the student should be removed, they will call the SSC and then send the student with a pass. The teacher will write the referral immediately after class.

## DETENTION

After-school and Saturday administrative detention may be assigned to students at the discretion of the Administration in accordance with the Student Framework for Citizenship. Students serving detention must adhere to the following rules:

- Students must report to the detention room on time. Later arrival may be counted as a cut by the grade level Assistant Principal.
- Students will not be excused from detention for work or extracurricular activities without prior approval by the Assistant Principal.
- Unexcused absences from detention may be treated as Defiance in accordance with the Student Framework for Citizenship.
- Students shall be engaged in an academic activity such as reading, studying and/or homework.

After school detention runs Monday – Thursday from 2:30-3:00 PM in room 805.  
Saturday detention from 9:00-12:00 in room 406. Enter through the lab center parking lot.

## SUSPENSION

A suspension from attending classes may be invoked as a disciplinary measure at the discretion of the Assistant Principal or the Principal in accordance with the Student Framework for Citizenship. The suspension may be in-school or out-of-school and may be from one (1) to ten (10) days in length depending on the nature and frequency of the infraction. Any suspension may be subject to an informal hearing with the Principal as determined by the administration. A parent must attend a conference with the Assistant Principal prior to the reinstatement of a suspended student for all suspensions. Failure to appear at the time indicated on the suspension form without having made contact with the appropriate Student Services Center will constitute a violation of suspension policies established by the Board of School Directors as well as the compulsory attendance laws of the Commonwealth and will result in the student's continued suspension and/or appropriate legal action.

**Students on out-of-school suspension:** must be in their homes during school hours and are prohibited from being on school grounds. Suspended students appearing on school grounds will be charged with defiant trespass.

As per school board policy, students must be given the right to complete all work missed during their suspension. This must be done in a timely fashion.

**Students:**

- **May not participate in extracurricular activities from the time of the suspension decision until the completion of the suspension period and reinstatement conference. Extracurricular activities include athletics; clubs; band, orchestra, and theater performances; and participation in other school-related functions that may be held during the suspension.**
- **May not accumulate hours toward their Community Service graduation requirement.**
- Additional requirements are included in the Student Framework for Citizenship.

**In School Suspension Program**

Students placed on suspensions for violations for the Framework for Citizenship may be assigned to In School Suspension Program for the duration of the suspension. The program will be located at a site within the school. For further information contact your appropriate Student Service Center.

The program will follow regular hours of operation. In School Suspension Program staff will work with students to maintain academics, and improve behavior, motivation, and learning abilities. Students will take all school books to the program. Successful completion of student contracts at In School Suspension Program will be required for reinstatement to Liberty. Students who commit acts of misconduct which pose a threat to the safety and welfare or the school community will be ineligible for In School Suspension Program. Students who do not demonstrate the capability and willingness to become productive students despite repeated In School Suspension Program may face expulsion.

**Exemptions from School Activities**

Any student who is under the influence and/or in possession of illegal substances such as alcohol/drugs during any school activity will be denied the privilege to attend school activities such as dances, proms, sporting events etc. This may also disqualify them from receiving special awards.

**STUDENT EXPECTATIONS**

As a member of the Liberty High School student body, a student has responsibilities as well as rights. Included among these responsibilities are regular school attendance, conscientious effort in classroom work, and conformation to school rules and regulations. All students share responsibility with the administration and faculty to develop a climate within the school that is conducive to learning and living. Students do not have the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of students, teachers, administrators and all others who are involved in the educational process.

Specifically, LHS student responsibilities are to:

- Be aware of all guidelines for student behavior and conduct himself/herself in accord with them.
- Dress and groom so as to meet the fair standards of safety and health, and common standards of decency.
- Assist the school staff in running a safe school for all students enrolled.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time for all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Express personal ideas and opinions in a respectful manner so as not to offend or slander others.

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

All extracurricular activities are an integral part of the high school curriculum. An opportunity to participate in athletic and non-athletic extracurricular activities is a vital part of our school's philosophy. Representing the school and community on the field of athletic competition, or through a performing group or club, carries with it an important responsibility. The image of Liberty High School and the community it represents is conveyed by student actions. Extracurricular activities include athletics, clubs, band, orchestra, theater performances, and participation in other school-related organizations. In order to participate, students must be in good standing from the point of view of regular attendance, school work and that of general citizenship. To be eligible for extracurricular activities a student must be pursuing a curriculum approved by the principal, and maintain an academic standing approved by the administration in the following areas:

- Any **student absent from school the day of a planned extracurricular** activity may not participate in that activity without consent from the grade level principal.
- Any **student athlete must be in school by 10:00 a.m.** in order to participate in a practice or game – unless their tardiness is due to an excused late.
- Any **student suspended from school on** the day of a planned extracurricular activity may not participate in that activity until the suspension reinstatement hearing takes place with administration from the school building.
- Any **student failing two or more subjects** at the end of any given marking period will not be able to participate in that activity until notification is received by the teacher that the student is passing the course. A minimum of (8) school days

must pass prior to the update from the teacher for participation in that activity to continue.

- In **compliance with PIAA guidelines**, all student athlete grades are monitored on a weekly basis throughout the sports season. *As far as athletics are concerned, the student will be permitted to practice with the team during the period of ineligibility, but will not be permitted to dress in uniform or play until eligibility is again granted.*

## **POLICY ON SPORTSMANSHIP**

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the EPC as a concrete measure of the understanding and commitment of fair play, ethical behavior, and integrity. The

EPC and its member school's reserve the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary actions.

### **Student Participants:**

- Treat opponents with respect; shake hands prior to and after the contest as indicated by the sport's protocol.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community.

### **Spirit Groups**

- Lead desired crowds' response using only positive cheers, signs and praise without demeaning or antagonizing opponents.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.



**Parents/Students and Other Fans:**

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by the officials.
- Be a role model by supporting teams in a positive manner, including the content of cheers.
- Respect other fans, coaches, and participants.
- Be a fan, not a fanatic.

**EPC VIOLATIONS OF THE SPORTSMANSHIP POLICY**

The principals of the involved schools should confer to resolve the issue in a professional manner within ten school days. Should the issue not be resolved to their satisfaction, the aggrieved principal may write the President.

The Board of Principals of the EPC, excluding the involved schools, after review by the executive committee, at its discretion, may depending on the circumstances:

- issue a letter of Censure/Probation
- place a coach on probation
- issue a suspension for a determined number of contests
- suspend a coach for up to one season of play
- expel the school from the EPC.

## **ABSENCES**

Students who are absent from school must provide parental or physicians' notes detailing the nature of the absence, in accordance with the Bethlehem Area School District Attendance Policy. The note must include the student's name, date of absence(s), the parent's or physician's signature, and a description of the nature of the illness or absence. This documentation is to be handed to the student's period one teacher upon the first day of the student's return to school. Block one teachers will attach the note to a Student Excuse Form and forward it to the attendance office. If a note is not turned in on the first day of the student's return to school, the student must request a Student Excuse Form from the teacher. This form must be signed by the parent/guardian and returned to the teacher within three days after return to school.

For an absence of three (3) or more successive school days, because of illness, a physician's note is necessary. First period teachers will notify the appropriate Student Services Center when this occurs.

Failure to submit a parental or physician's note within three days of the student's return to school will result in the day(s) being recorded as unexcused/unlawful. Students who are unexcused/unlawfully absent from school are subject to disciplinary action, unsatisfactory marks on report cards and in citizenship, and receive a grade of zero (0) for all work missed. Parents/Guardians and students may also be subject to fines as per the PA School Code.

### **Attendance Policy: See Framework for Citizenship for policy Attendance Violations**

#### **Late to Class • Late to School • Unexcused Class Absences**

The Student Framework for Citizenship defines attendance violations as late to class, late to school, and unexcused class absences.

Late to class and late to school will result in an administrative discipline referral upon the fifth occurrence. Unexcused class absences will result in an administrative discipline referral upon the first occurrence.

Continued attendance violations may result in the student being classified as a habitual offender as defined in the Student Framework for Citizenship which may result in expulsion from the Bethlehem Area School District.

## **Late to Class**

Referral Procedures:

Late 1 & 2 – Warning with Student / Teacher discussion

Late 3 – Teacher / Parent communication (phone or email)

Late 4 – Class discussion circle on how lates affect the entire class

Late 5 – Referral to SSC (Teacher documenting the steps above)

Refer every 3 lates thereafter (code of conduct continuum)

- Unexcused lateness exceeding 50% or more of one class period will be considered an unexcused absence from class and will result in a "0" (Zero) grade for the work in that class on that day.

## **Late to School**

All students who are late to school must enter through the main lobby to obtain a late pass. Students will report to the table designated with their section of the alphabet. A-D (monitor), E-L (teacher), M-R (teacher), Ro-Z (teacher). Teacher/monitor will record date of tardy next to student's name in the appropriate binder. A late pass (yellow copy) is issued to the student.

Students will receive at least 24 hours notice to make arrangements to attend detention. If the student has a scheduling issue with the date assigned, they should see their administrator to reschedule.

Late 1-4 – Warning with Student / Teacher discussion

Late 5 – Student conference with administrator

Late 10 – Student conference and phone call/meeting to caregiver

Late 15 – Conference, SAIP creation possible, Saturday detention

## **Unexcused Class Absence**

- Unlawful and unexcused absences or unexcused class absences will result in a "0" (Zero) grade for all class work missed that day.
- A cut from a class counts as a cumulative absence from the class.

## **Appointments**

Appointments for doctors, dentists, specialists and/or others during school hours must be cleared in advance by the appropriate Student Services Center. If at all possible, the

administration requests that all appointments be scheduled for after school hours. This will be beneficial to the student and work in concert with the district's attendance/vacation/trip policies.

### **Procedures for Appointments**

All appointments must be verified by the parent/guardian at the time the student presents his/her request to the Student Services Center.

- A note written by the parent/guardian requesting the student to be excused for an appointment must be presented.
- The office **MUST** call and verify with parent(s)/guardian(s) and will approve the student's appointment request **ONLY** if parental contact has been made.
- Upon return from the appointment, the student must return to the Student Services Center to sign in.
- The student must return the original appointment request or other verifying document with the time of arrival and time of departure from the appointment signed by an authorized person at the place of appointment.

### **Educational/Vacation Tours and Trips**

- Vacation Policy. Parents are strongly encouraged to schedule family vacations with the School District Calendar in mind to ensure that students attend school a maximum number of days. **No vacations will be permitted during required state assessments.**

### **Guidelines**

- High school students will be permitted to take two (2) educational trips, up to a cumulative maximum of (10) school days during their tenure at the high school level. Educational trips may not exceed five (5) days per year.
- Parental requests which go beyond the number of days or trips allowed must first be approved by the building principal and then referred to the superintendent or his designee for final permission.
- All days missed due to approved vacation days will be classified as excused absences.
- **Any days taken beyond the maximum of five (5) days permitted for educational trips in a given year may be considered unexcused and unlawful for students under the age of seventeen (17) and unexcused for students seventeen (17) years of age and over. Appropriate legal action may be taken where applicable.**

- The following will be taken into consideration by the principal in granting permission for the trip:
  - a. The student's academic standing
  - b. The student's attendance record
  - c. The effect the absence will have on the student's educational welfare
  - d. Exceptionality of the request
  - e. The Student Framework for Citizenship
- The Application for Permission for Student Excusal Due to an Educational Trip or Tour must be submitted to the principal ten (10) school days prior to the trip.
- It will be the student's responsibility to contact teachers and make up assignments missed.
- Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.

## **USE OF DRUG DETECTION DOGS**

The City of Bethlehem Police Department will cooperate with school authorities in providing specially trained drug detection dogs to assist in identifying locations where illegal controlled substances may be concealed. The following procedures will be employed in implementing the use of the drug detection dogs:

- The school principal will contact the district personnel to request the use of the drug detection dogs.
- Depending upon the size of the school, it may be necessary to limit the search to a particular area of the school on any given visit.
- The schedule of the search must remain a matter of high confidentiality known only to the school administration and any other individuals who will be actively involved in the search.
- In scheduling the arrival of the drug dog locker search team, we will choose an arrival location of least visibility to students and staff.
- The principal, and at least one additional staff member designated by the principal must accompany the drug dog locker search team.

- A procedure must be developed which curtails all student travel in the area being searched until the search has been completed. In cases of emergencies, staff members must be available to escort students directly from classrooms or other locations.
- In scheduling the locker search, time periods when students change classes should be avoided or the search interrupted during the class change.
- The principal or designated administrator must open the suspected locker(s) and conduct the search of the locker.
- The entire interior area of the locker may be searched. Should it be suspected that an illegal controlled substance may be located within a student's personal possessions, a search warrant must be acquired prior to searching the student's personal possession. City of Bethlehem Police Department officers will possess such warrants. If a warrant is necessary, a parent/legal guardian will be present to accept the service of the warrant prior to an inspection of the personal property.
- If a suspected illegal controlled substance is found in a locker during the search, the material must be returned to the locker after being observed by a second staff member. The locker should then be closed.
  - a. The locker should be secured to assure that no one enters the locker.
  - b. The current location of the student assigned the locker should be determined and the student escorted to the locker.
  - c. The student should be requested to open the locker and remove the contents of the locker at which time the principal or designated administrator should, again, identify the suspected illegal controlled substance. (Note: Should the student choose not to cooperate, the search may be conducted by the principal or designated administrator in the presence of the student.)
- The student must be advised that suspected illegal controlled substance will be confiscated by the principal or designated administrator and held as evidence.
  - a. The confiscated material will either be presented to an investigating police officer or maintained at school in a secure area.
  - b. If maintained at school, evidence should be placed in an envelope sealed with masking tape. The tape should be affixed to the envelope in such a manner that opening the envelope would break the tape.
  - c. The student should print his/her name on the tape.

- The student must be directed to complete a "Framework for Citizenship Administrative Referral Student Reaction" (SC 218.6.1).
- Standard procedures outlined for enforcing the Student Framework for Citizenship must be initiated dependent upon the type of prohibited materials found in the locker.
- During the process of searching a student locker, any prohibited items or materials found in a student locker may be confiscated and acted upon according to regulations outlined in the Student Framework for Citizenship.
- Upon completion of the general locker search, a summary of the search and its findings (218.14.11) must be completed.
- Should the locker search result in any filing of criminal charges, details of the charges must be communicated immediately to district personnel.

## **TRANSPORTATION**

### **RIDING THE SCHOOL BUS IS A PRIVILEGE. STUDENTS MAY LOSE THIS PRIVILEGE BY DISOBEYING THE RULES.**

Please refer to the Bethlehem Area School District "Transportation Policy" and "Bus Conduct and Safety Code" as listed in the Appendix of the Student Framework for Citizenship.

### **Student bus cards must be carried and presented upon request at all times. Students may be denied entry on the bus for failure to comply.**

Besides loss of bus privileges other disciplinary action may be taken by the administration depending on the degree and nature of the offense.

All of the above applies to the student riding the bus to and from school and to and from the Bethlehem Vocational-Technical School complex. Students who are late because of failure to use the school district's transportation to and from the Bethlehem Vocational-Technical School complex will be subject to disciplinary action.

## **STUDENT PARKING REGULATIONS**

Students are not permitted to park on school grounds. Students may park their cars on Grenadier Boulevard, or on surrounding side streets where the law permits. Violators will be ticketed by city police and/or cars will be "booted".

Parents are not to drive students into the faculty parking lot. This will alleviate congestion in the Classroom Center parking lot as staff, faculty, and service vehicles arrive each day.

## **LIBRARY POLICIES**

Library hours are 7:30 am to 4:30 pm Tuesday -Thursday, and 7:30 - 2:30 on Monday and Friday. Food and drink is prohibited in the library. Students are to be respectful of others and speak quietly in the library.

All books are due in two weeks (14 school days). Failure to return materials will result in fines, .10 cents for every book, every school day. A total of (5) five books for student check out. Replacement costs for all lost materials are required, please make your check or money order out to: Liberty High School Library.

## **STUDENT IDENTIFICATION BADGES**

Liberty High School students are required to be in possession of their identification badges provided for all students. The following guidelines will be enforced:

### **Guidelines**

- The ID badge must be in the student's possession at all times during the course of the school day.
- The ID badge must be presented to an adult when requested.
- The ID badge should not be worn on handbags, bookbags, purses, etc.
- Students will be encouraged to have their ID badges in their possession at all school sponsored community events (ex. performing arts, sporting events)
- The ID badge will be required for admission to all school dances.
- Students will be financially responsible to replace lost ID.



## CITIZENSHIP GRADES

The following grading system will be followed:

"O" - Excellent

"S" - Satisfactory

"N" - Not Satisfactory

The citizenship grade will reflect the student's total attitude in school both in academic and non-academic type situations. ALL students are expected to achieve at least an "S" (Satisfactory) in Citizenship. Those students who exhibit an exemplary attitude will receive an "O" (Excellent) and those students who exhibit a negative attitude will receive an "N" (Not Satisfactory) on their report cards.

**"O" Excellent** — This citizenship grade is reserved for those students who perform in an exemplary manner regarding attitude, behavior, meeting responsibilities, cooperation, leadership, and school spirit, etc.

**"N" Not Satisfactory** — This citizenship grade indicates that a student has exhibited a negative attitude toward peers and/or staff, has failed to meet expected responsibilities, and/or has failed to cooperate as expected. Students receiving in-school or out-of-school suspension or more than two infractions resulting in detentions in a rating period will receive an "N" in citizenship for that rating period. Students may also receive an "N" by recommendation of two or more faculty or a school administrator. An "N" in citizenship will prevent a student from obtaining "honor roll" status regardless of the student's grade point average during that given marking period.

## FIRE DRILLS

Fire drills are conducted a minimum of once per month during the school year. Students will be advised of the exiting procedures from the building. Students should move to a safe distance from the building to prevent injury and allow for effective use of fire equipment. Immediately upon the ringing of the fire alarm bell, students are to assist the classroom teacher in the closing of all windows and in providing for the safety of everyone by moving out of the building in a very prompt manner.

Severe Weather Exercises are conducted twice per year to prepare students and staff for the possibility of a catastrophic weather event, such as a tornado. Students enter interior hallways and sit in a crouching position towards an interior wall, away from windows. Students and staff are given specific instructions for this exercise over the intercom system.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations are offered on the basis of student demand.

### **ART AND LITERARY ORGANIZATIONS**

Art Club  
CAULDRON (Yearbook)  
Liberty Life  
Young Writer

### **ATHLETIC ORGANIZATIONS**

Cheerleaders  
Weight Training Club

### **MUSICAL ORGANIZATIONS**

#### **Vocal:**

Choraliers, Ensemble, Chamber Singers

#### **Instrumental Music:**

Grenadier Band, First Company, Jazz Band, Symphonic Orchestra, and  
String Ensemble

### **OTHER ORGANIZATIONS**

Chess Club  
Distributive Education Clubs of America (DECA)  
Future Business Leaders of America (FBLA)  
Language Clubs:  
    French  
    Spanish  
    German  
Latino Youth Leadership Club  
Liberty Theatre  
Mathematics Team  
NAACP  
National Honor Society  
Scholastic Scrimmage Team  
Ski & Snowboard Club  
Stage Crew  
Student Government  
Students Against Destructive Decisions (SADD)

## **OTHER CLUBS**

Audio-Visual Aids Club	Mock Trial Group
Community Service	Model U.N.
Debate Team	Outdoor Club
Drama Club	Photography Club
Ecology Club	P.J.A.S.
Fellowship of Christian Athletes	PSSA Task Force
Gay Straight Alliance	Science Olympiad
Indoor Track	Shakespeare Club
Interact Club	Steel Movement
Jigsaw Puzzle Club	Strategy Club
Key Club	Teen Summit
LHS Helping Hands	Video Production Club
Math Team	Welcome Team
Mini Globe Trotters Club	Young Interpreters Club

## **ATHLETICS**

Baseball	Soccer - Girls
Basketball - Boys	Softball
Basketball – Girls	Swimming - Boys/Girls
Cross Country	Tennis - Boys/Girls
Field Hockey – Girls	Track - Boys/Girls
Football	Volleyball - Boys
Golf	Volleyball - Girls
Soccer – Boys	Wrestling



## NATIONAL HONOR SOCIETY CODE OF CONDUCT CONTRACT

### Name and Purpose

- A. This organization shall be known as the Liberty High School Chapter of the National Honor Society.
- B. The purpose of this chapter is to best represent the school and community through scholarship, service, leadership and character.

### Duties of a Member

Members must:

- a. Maintain strong ethical, scholarship, service and leadership qualities.
  - b. Maintain a **Minimum 3.75 Grade Point Average (GPA)**
  - c. Complete a minimum of **10 hours/year** of community service through NHS sponsored activities.
  - d. Pay **\$40.00** for 2 years of dues due at induction barring circumstances discussed with advisors.
  - e. Maintain the highest degree of moral, ethical and behavior standards.
  - f. Attend all general meetings and specific committee meetings.
  - g. Attend the induction ceremony.
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# STUDENT GOVERNMENT

## QUALIFICATIONS FOR OFFICE

### Executive Branch

**President** — Student must be a senior; must have a 3.0 cumulative grade point average; no cumulative F; must have a cumulative S in Citizenship for the current year prior to election; and must have served in student government in previous years.

**Vice-President, Secretary, Treasurer** — Student must have a 3.0 cumulative grade point average- no cumulative F; and must have a cumulative S in Citizenship for the current year prior to election; and must have served in student government in previous years

### Legislative Branch

**Senate** — Must represent class to which he/she belongs must have a cumulative grade point average of 3.0; no cumulative F; and must have a cumulative S in Citizenship for the current year prior to election. Four senators from each class will be elected.

**Class Officers** — Must have a 3.0 cumulative grade point average; no cumulative F; must have a cumulative S in Citizenship for the current year prior to election. In the case of freshmen, if elections are held before the first quarter, the academic criteria and cumulative S average in Citizenship must be for the preceding year.



# BETHLEHEM AREA SCHOOL DISTRICT

## PERSONNEL OFFICERS OF THE SCHOOL DISTRICT

Dr. Jack Silva . . . . . *Superintendent of Schools*  
Dr. Maureen Leeson . . . . . *Assistant Superintendent for  
Education/Chief Academic Officer*  
Harry Aristakesian . . . . . *Chief Financial Officer*  
Dr. John Burris . . . . . *Chief Human Resources Officer*  
Claire M. Hogan . . . . . *Director of Pupil Services*  
Mark Stein . . . . . *Director of Facilities and  
Operations*

### BOARD OF SCHOOL DIRECTORS

Michael Faccinetto . . . . . *President*  
Shannon Patrick . . . . . *Vice President*

### MEMBERS

Winston Alozie	Emily Schenkel
Dr. Karen Beck Poley	Dr. Kim Shively
M. Rayah Levy	Dr. Silagh White
Michael Recchiuti	

### NOTIFICATION OF NONDISCRIMINATION

It is the policy of the Bethlehem Area School District not to discriminate on the basis of sex, disability, handicap, race, color, age, creed, religion, ancestry, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

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## **LIBERTY HIGH SCHOOL ALMA MATER**

### **ALMA MATER**

Hail to Alma Mater dear!  
Where we've spent our high school years.  
Now to Liberty High we raise  
Voices to extol thy praise.  
In thy stately halls we've spent  
Hours with hearts and minds content.  
Now to thee, dear Liberty High  
In our loyalty we cry:

Liberty High School, hail to thee,  
Loyal sons and daughters we,  
In the future as the past,  
We'll be loyal to the last.

Hail to dear old Red and Blue!  
To thy colors we'll be true.  
As the star of Bethlehem shone,  
So our love for thee has grown.  
In the world where e're we are,  
Nothing shall thy honor mar.  
Though the future years pass by,  
This shall always be our cry:

Refrain.

– Miss Marian Graham