



**George G. Blaisdell
Elementary School**
Bradford, Pennsylvania



**Student & Parent
Handbook 2010/2011**

Bradford Area School District

George G. Blaisdell Elementary

265 Constitution Avenue

Bradford, PA 16701

Phone 362-6834 / Fax 362-5485

www.bradfordareaschools.org

WOWL - Public Access Channel 13

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Please sign and return pages 15, 17, 19, 21, 23, 25, 27 & 29 to school.

Time Schedule for School

School begins at 9:05 A.M. with opening exercises.

Children are tardy after 9:05 A.M. unless their bus arrives late.

Dismissal begins at 3:45 P.M.

Students are not to arrive at school before 8:40 A.M. unless they are participating with the Latch Key Program. Students who are dropped off before 8:30 A.M. will be sent to latchkey and parents will be charged for the service.

Latch Key Arrival Time (Beginning)	6:30 A.M.
Teachers' Arrival Time in the Classroom.....	8:30 A.M.
Opening Exercises with Flag Salute etc.	9:05 A.M.
School Convenes	9:05 A.M.
Dismissal	3:45 P.M.
First Bus Leaves	3:55 P.M.
Last Bus Leaves (Approximately).....	4:10 P.M.
End of Day for Teachers	4:10 P.M.
Latch Key Departure Time	6:00 P.M.



BRADFORD AREA SCHOOL DISTRICT 2010-2011 CALENDAR



<p style="text-align: center;">JULY 2010</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;">JANUARY 2011</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>3 – Winter Holiday No School</p> <p>17 – Martin Luther King Day No School</p> <p>24 – Marking Period Ends Early Dismissal</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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School opens on August 30, for regular session with cafeteria in operation.
If school is closed for inclement weather or other reasons, make-up days will be
Dec. 23, Jan. 17, Feb. 18, and April 20, in that order depending on days missed.

PSSA Testing Dates:

March 14-25, 2011 3rd, 4th, 5th, 6th, 7th, 8th, and 11th Grade Math and Reading Assessment
 March 28-April 1, 2011 5th, 8th, and 11th Grade Writing Assessment
 April 4-8, 2011 4th, 8th, and 11th Grade Science Assessment
 April 11-15, 2011 Make-Up Days for All Subjects

GEORGE G. BLAISDELL ELEMENTARY

2010 FACULTY and STAFF 2011

Principal - Mr. David Jones

Pre-Kindergarten

Mrs. Caprarotta..... 101
 Ms. Cattoni 202
 Mrs. M.Close 600
 Mrs. Linden..... 136
 Mrs. Vinelli 100
 Ms. Wood 205

Kindergarten

Mrs. Austin..... 502
 Mrs. Booth 503
 Mrs. Boylan..... 124
 Ms. Cibula..... 127
 Mrs. Cuddy 500
 Ms. M. Gabriel 126
 Mrs. Groce..... 506
 Mrs. Kwiatkowski 125
 Mrs. Stewart 501
 Mrs. Tilford..... 504

Grade 1

Mrs. Dart..... 302
 Ms. Hilzinger..... 404
 Mrs. Lanich 402
 Mrs. Lohrman 301
 Mrs. Marovich 303
 Mrs. McCormick..... 400
 Mrs. Miller 403
 Mrs. Popiel..... 306
 Mrs. Shanks..... 307
 Mrs. Sheeley..... 300

Grade 2

Mr. A. Close 204
 Mrs. Franz 200
 Ms. L. Gabriel 131
 Mrs. Gracey-Dalton 134
 Mrs. Grady..... 405
 Mrs. Kemick..... 203
 Mrs. Kirk 132
 Mrs. McGee 134
 Mrs. Monago..... 201
 Mrs. Young..... 135

Asst. Elementary Principal

Ms. CarricoOffice

Enrichment

Mrs. Dittman 406

Guidance

Mrs. Olearchick..... 117

Learning Support

Ms. D. Close 616
 Mrs. Walter 623

Title I

Mrs. Blatchley 305
 Mrs. Hart..... 505
 Mrs. Zapel..... 605
 Mrs. Swanson..... 613
 TBA..... 619

Health

TBA..... 114
 Ms. Beers 114
 Ms. Rhodes 123
 Mrs. Wineberg 114

Secretaries

Mrs. ClineOffice
 Mrs. Pfeil.....Office
 Mrs. HaydenOffice
 Mrs. Bartlett Library

Building/Instructional Aides

Mrs. Bauschard
 Ms. Burgess
 Mrs. Crissman
 Mrs. Graffius
 Mrs. Jordan
 Ms. Keck
 Mrs. Mason
 Mrs. Meier
 Ms. Randolph
 Mrs. Rimer
 Mr. Ruffner
 Mrs. Sheneman
 Mrs. Sprague
 Mr. Swank
 Mrs. Wineberg
 Mrs. Wingard

Custodians

Mr. Conklin
 Mr. Corignani
 Mr. Emerson
 Mr. Hannold
 Mr. Paul
 Mrs. Kille

Cafeteria Staff

Mrs. Bauer
 Mrs. Ciolek
 Mrs. Corbin
 Mrs. Shaffer

Special Subjects

Art..... Mrs. Coles738
 Music Mrs. Fedak736
 Phys. Ed. Mr. Gilligan729
 Library..... Mrs. Schubert121
 Speech Mrs. Peterson407
 Spanish..... Ms. Wellek 733A
 Speech Mrs. Reams620

* To contact a staff member by e-mail, use the first initial of their name, followed by their last name, @bradfordareaschools.org (example: djones@bradfordareaschools.org)

Parent Responsibilities

- Be cautious of any exposure to violent toys, violent TV programs, or violent peers.
 - Be cautious of any foul language that may be used around your child.
 - Encourage children to be responsible. Have your child help out with chores at home.
 - Talk to your child about school everyday.
 - Take time to read with your child. Help your child with schoolwork.
 - Be sure your child's bedtime is early enough and be consistent.
 - See that your child is dressed comfortably for both classroom work and outdoor play.
- All textbooks and library books that are lost or damaged during the school year will have to be paid for at the full replacement cost.
 - If money is sent to school, it is necessary to enclose it in a sealed labeled envelope.
 - Teach your child to be respectful to adults, peers and property.
 - If your child is absent, make arrangements for makeup work before 9:30 am.
 - Talk to your child about their feelings and interests.
 - Be involved in your child's education.

Student Code of Conduct and Responsibilities

- Students are expected to attend school regularly, put forth their best effort in classroom work, and follow directions.
 - It is the responsibility of each student to respect school personnel, school property, and their fellow students.
 - School wide behavior expectations; be safe, respectful, responsible, and nice.
 - Students are not to use foul language, act in an aggressive manner, or chew gum while on school property.
- Students are not to bring items such as toys, trading cards, games, or music to school unless their teacher makes a special request.
 - Students are not to bring items such as toys, trading cards, games, cell phones, electronic devices, iPods or music to school unless their teacher makes a special request.

Student Dress Code

- Each student's manner of dress should be acceptable to normal school activities.
 - Garments imprinted with logos advertising items such as alcohol, drugs and cigarettes are not acceptable.
 - Garments that contain offensive words, profanity, provocative pictures or sexual innuendos are not appropriate.
 - Shorts and skirts are to be finger length when the student is standing with his or her arms down at the side.
 - Unacceptable shorts include: biker shorts, spandex shorts, short-shorts, and any type of cut-off shorts.
- Halter tops, off the shoulder tops, spaghetti straps, or low cut tops are not appropriate clothing for school.
 - Bare midriffs, backless tops, tube tops, or any clothing that reveals the abdominal area also are not appropriate for school.
 - Hats or any head coverings are not to be worn in the school building.
 - Loose fitting sandals and flip-flops are not safe for school use.
- This list is not all inclusive. In case of doubt in any matter pertaining to dress or appearance, please call the office or principal.

Attendance

Attendance at school on a regular basis is a responsibility of both parent and student. Regular attendance is important in order for students to participate in class activities and to be exposed to the full range of knowledge and experiences necessary to successfully meet course objectives.

In all instances of absence, a written excuse from the parent or guardian shall be required within THREE DAYS of return to school. If the excuse is not returned within three days, the absence is deemed illegal or unexcused.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- A. Illness or quarantine (a doctor's excuse may be required at the discretion of the building principal)
- B. Recovery from an accident
- C. Death in family
- D. Impassable roads
- E. Required court attendance
- F. An educational field trip (five day notice required)
- G. Family educational field trip (five day notice required, and not to exceed 5 days per school year)
- H. Religious holidays
- I. Out of school suspensions
- J. Other reasons as approved by the Superintendent or designee

Parents are advised that illegal absences will be dealt with in accordance with the Pennsylvania Public School Code, which provides for fines and court costs through the local District Magistrate's office. Under Act 29, Section 1333 P.S.C., for compulsory school age students, fines may be up to \$300.00 and require parent imprisonment, education, and/or student/parent community services.

Students of compulsory school attendance age who have continued irregular school attendance will also be referred to the McKean County Office of Children and Youth Services.

Absence Notification - When your child is absent from school, call the office at 362-6834, ext. 3111, to report his/her absence.

Truancy - (unexcused or unlawful absence) may result in placement in alternative setting, suspension out of school, alternate education, or expulsion.

Whenever a student is legally absent from class, it is the student and/or parents responsibility to contact the instructor regarding any work missed. In the case of extended absence, parents should contact the teacher to request homework. **Some examples of unexcused and unlawful absence are illegal tardy to school, and illegal absence from school.**

Excessive Absences - After five (5) absences, a reminder letter will be sent to parents informing them of their student's attendance record and of the district attendance policy.

After (10) days of absence by a student in any one school year, a warning letter will be sent to the parent or guardian. After ten (10) days, a medical excuse will be required for each successive absence. Failure to provide the medical excuse within three (3) days will result in the absence being deemed illegal or unexcused depending upon the age of the student. A district truancy officer and the McKean County Office of Children and Youth Services will be notified.

Perfect Attendance - Students who attend school every-day without an absence, tardy or early excusal will receive the Perfect Attendance Award. All early excusals will affect your child's attendance records, including excellent and perfect attendance. The only exception to absence for the award, is a death in the family. Any suspension will count against perfect and excellent attendance.

Excellent Attendance - A student can earn the excellent attendance award by not having more than three absences, tardies, or early excusals combined. Example: 1 tardy, 1 early excusal and 1 absence would qualify for Excellent Attendance.

Parent Educational Trips - A Parent Educational Trip request must be submitted to the principal five (5) days prior to the departure date. Parent education trips will be limited to five days per year. After the five days have been exhausted, each day in excess of five will be marked illegal and subject to penalties under Act 29, Section 1333 P.S.C. for compulsory school age students.

Latchkey

The latchkey program, initiated in 1997, has been well received by families with busy schedules. As a necessary service to the community, set at helpful times and at a reasonable cost, the program can be used on an as needed basis by parents.

The times: 6:30-8:40 a.m. & 3:45-6:00 p.m.

The cost: \$2.75 per hour for the first child; \$1.00 per hour for each additional child in the same family. Please call the office for details.

Students should not arrive at school before 8:40. Any student who is at the school before 8:40 A.M. will be taken to latchkey and the parents will be billed for the time.

Bullying

On February 14, 2005, the Bradford Area School District's Board of Education adopted a new policy on bullying. The following is a summary of the newly adopted policy.

The Bradford Area School District is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses. Bullying is also prohibited at sponsored events and/or activities whether occurring on or off school grounds.

Bullying behavior is a single or repeated negative act (passive or aggressive) that is intentional and involves a real or perceived imbalance of power or strength. Bullying can take many forms; all of which are unwanted and have harmful effects. Bullying behaviors (direct or indirect) include three forms: Physical, verbal/written, and emotional. Some examples of bullying are as follows, but are not limited to:

1. **Physical** - hitting, kicking, spitting, pushing, stealing and/or damaging personal belongings, sexual acts, and invasion of ones personal space in an aggressive manner.
2. **Verbal/Written** - taunting, malicious teasing, name-calling, threats, phone and internet bullying, and sexual remarks.
3. **Emotional** - spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, ridiculing, and intimidating.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or building administrators. The administration shall investigate the complaint and take appropriate action that may include consequences for the student(s) who bully and/or appropriate forms of assistance (counseling) for students who have been bullied.

Consequences for students who bully others will be subject to disciplinary/intervention options that may include, but are not limited to: counseling, a parent conference, detention, suspension, or referral to law enforcement. In severe incidents a Disciplinary Team, consisting of the principal, assistant principal, guidance counselor, school psychologist, and/or superintendent, may be convened to discuss and determine appropriate consequences based on the nature of the incident. The Disciplinary Team will then meet with the student and parent to finalize appropriate disciplinary/intervention.

The Board prohibits retaliatory behavior directed against compliant, victims, witnesses, and/or other individuals who participate in the investigation of allegations of bullying.

If you have questions or would like to speak more about bullying, please contact your building principal or school guidance counselor. If you would like to review the bullying policy in its entirety, please contact the district administration office.

Bus Expectations (for all students)

1. Listen to the bus driver
 2. Remain seated in your own seat.
 3. Keep your hands to yourself, and inside bus.
 4. Talk Quietly.
 5. No Spitting.
 6. No Tobacco.
 7. No Eating or Drinking on Bus.
 8. No Foul Language.
 9. No Throwing Objects.
- The bus stops are set up to provide convenient stops for students. Children should arrive at their bus stops 5 minutes before their bus is scheduled to arrive.
 - Please remind your children that the property at the bus stop, (lawns, trees, shrubs, flowers, fences, etc.) is private property and the children should be respectful of the property of others. This also includes the clothing and personal belongings of their peers at the bus stop.
 - Please remind children that it is not acceptable to use foul language at their bus stop or to use inappropriate hand gestures. Please stress that children are and will be held accountable for their actions.
 - Parents requesting a bus change must fill out a **BRADFORD AREA SCHOOL DISTRICT BUS STOP REQUEST FORM** (available in the GGB office or at the bus garage). The change will take 3 to 5 days to complete. **NO EXCEPTIONS.**
 - The bus garage reserves the right to change stops if conditions warrant the change.
 - Only two stops will be permitted for each child.
 - **For problems on the bus, please call the bus garage at 368-4714.**

Arrival Procedures from Buses

Students are permitted to enter the building at 8:40 a.m. All students must enter by way of the entrance. No other entrance should be used. When arriving at the school, students are to enter the building immediately and sit in the cafeteria.

Upon entering the building, all students must report directly to the cafeteria until 8:40 a.m. They are not to go to any other part of the building. Permission from the homeroom teacher is needed if the student is to go to any other place in the building. Teachers will be in their classrooms at 8:30 a.m. to assist the students.

Dismissal Procedures

All students will be dismissed at 3:45 p.m. each day. Students who are being picked up will be dismissed to the cafeteria. These dismissals are broadcast over the school's P.A. system. It is important that students wait quietly in their classrooms so they don't miss their bus.

No child will be dismissed prior to 3:45 p.m. unless there is an emergency or an appointment has been pre-arranged. Any child leaving prior to 3:45 p.m. must present a written note to the office that morning stating the reason for the dismissal and who will be picking the child up. You will enter the building at the main entrance and press the button. For the safety of all students, you must state your name and reason for coming into the school. Once you have identified yourself, office personnel will let you in.

When a child is being picked up rather than riding the bus after school, the responsible adult must enter the building by way of the front entrance. An aide will be there to have you sign out your child. **Do not wait in the hallways and do not go to your child's classroom.**

Unexpected Early Dismissals/Delays

Occasionally, school may close early due to weather conditions. These instances are rare but do happen. The school needs to know where your child is to go if this occurs. At the beginning of the school year a form is sent home asking parents what the child is to do if there is an unexpected early dismissal. Please fill this form out and send it in immediately. Additionally, make sure your child understands what he/she is to do. It is very difficult for a classroom teacher to call every parent in the classroom if this occurs. Please have an alternate plan in place. The radio station (WESB 1490AM/WBRR Cool 100FM) will be notified if this occurs. Once again, it is rare, but it is always better to be prepared.

If school is delayed in the morning, an announcement will be made on the radio and WOWL TV Channel 13 and you will receive an automated phone call. Students will not be permitted in the school until the following times:

1 hour delay:

9:30 a.m.-10:00 a.m. — Students arrive at school
10:05 a.m.: School begins

2 hour delay:

10:30 a.m.-11:00 a.m. — Students arrive at school
11:05 a.m.: School begins

Assignments for Absent Students

When a student is absent from school, parents should make arrangements for homework assignments. Please consider teachers busy schedules when planning these arrangements.

The procedure for making these arrangements is as follows:

1. Have a sibling make arrangements for your sick absent child's homework. Stress to the child this request must be made first thing in the morning.
2. If your absent child does not have a sibling attending GGB, call the elementary school office before **9:30 am**. Homework requests made after **9:30 am** may not be filled.

Picking Up Children From School

A written note is always required

- All dismissals are to be made through the office or the health room. No student will be dismissed directly from the classroom.
- Early dismissal is granted only upon written requests from parents.
- Students will not be dismissed early for haircuts, music lessons, sporting events, etc. **Students will not be dismissed for parent pickup until 3:45 p.m.**
- Please try to arrange medical appointments for after school hours.
- Please do not come to the school before 3:35 p.m.
- If your child is being picked up at dismissal time for a reason you were unaware of that morning, a written note still must be presented to office personnel. If you arrive at the school late and your child has already boarded their bus, you will not be permitted to remove the child from the bus. Again, no student will be dismissed from school property without written notification to the school office.
- Please state exact time when writing the request to pick up your child. If the exact time is stated on the note, school personnel will be more able to have your child prepared to leave.

- **For the safety of all children, please honor the parking signs on the Bigley Ave. loop for GGB. No vehicles should park or drive on the loop between the hours of 8:00 am through 4:30 pm. Parents are to pick up students through the main entrance doors. Do not park in the front of the school, this is a handicap bus area.**
- Please be prompt when picking up your child after school. **Students will be sent to Latchkey at 4:10 p.m. if the parent has not arrived for child pick up.**

Homework/Absense Make-Up Work

Homework is given to students to extend their learning beyond the classroom. The school policy is that homework should provide practice, reinforce skills, and provide enrichment. Please stress to your child the importance of completing his/her homework. If you find your child is having great difficulty with a particular skill, notify the teacher immediately. Perhaps, your child might need more instruction in this area.

It is the child's responsibility to return any materials he/she takes home to complete the homework. Textbooks are to be treated with care. Students are responsible to make sure that the books do not become torn or damaged in any fashion. If this occurs, parents will have to reimburse the school for the cost of the book.

When a child has been absent, he/she is responsible for making up any work the teacher assigns. Usually the teachers are accommodating in regards to the length of the absence and the time to make up the work.

If you would like to **pick up your child's homework**, you must contact the office before **9:30 a.m.** in order for your child's assignments to be prepared that day. The homework can be picked up in the office between 3:30 p.m. and 3:45 p.m. If you call after 9:30 a.m. your child's homework will not be ready until the next day.

Playground Rules

1. Practice safe play.
2. Wear appropriate footwear.
3. Go up ladders and ramps and down slides feet first.
4. Do not climb over railings or on top of tunnels.
5. Sit on swings.

Cafeteria Expectations

1. Enter the cafeteria in an orderly manner.
2. Talk quietly. No shouting or calling to friends at other tables is permitted.
3. Keep hands on your own body and on your own food.

4. Do not throw anything.
5. No food is to be removed from the cafeteria.
6. Remain seated at all times. If you have a question, raise your hand.
7. No student is to leave the cafeteria without permission.
8. If an adult blinks the lights on and off, students should immediately stop what they are doing.

Breakfast/Lunch

Both elementary schools have a breakfast program in addition to a lunch program. Information and applications for free and reduced meals are sent home at the beginning of each school year. Families applying for free or reduced meals must complete the request forms and return them to the building principal as soon as possible, so they can be processed. Families who are on the pre-approved list will receive notification from the school prior to the beginning of the school year. **If the child is pre-approved, no other forms need to be filled out and sent to school.**

Each student has an account in the cafeteria. Parents may send in cash or checks, payable to Bradford Area School District to be deposited into their child's account. Please pay for lunches on the first day of each week. You may also pay by the month. **Please send the money in a sealed envelope clearly marked with your child's first and last name and "lunch money" written across it.** The cafeteria will notify you if your child's account is low. The cost of lunch is \$1.35 and reduced lunches are \$0.50. Students are not permitted to charge lunches once their account is depleted. Your child will receive a peanut butter sandwich, milk and a vegetable until the debt is paid in full if the child does not pack a lunch. However, we do not like to be put into this position. Please communicate with the cafeteria so we can work together to solve the problem. **If you do not want your child to buy snacks with his/her account money, write a note to the cafeteria staff.** Other wise, your child will be permitted to purchase snacks.

Students must bring money with them or have some in their account in order to eat breakfast at school. Students cannot charge breakfast. The cost of breakfast is \$0.70 and reduced breakfasts are \$0.30.

Menus for breakfast and lunch are sent home on a monthly basis.

Students may charge up to three (3) meals. Parents will be notified after charging the second meal. Charging is not permitted for a la carte items. A full meal must be provided to the student after the third charge which is one peanut butter and jelly sandwich, one side dish, and one milk. Students in the primary grades must be fed. The principal will be notified after the third charge.

Psychological Testing

Parents are always a part of the process of deciding whether to administer a psychological evaluation. A student would be evaluated for detection of any possible learning problems or for the purpose of entrance into the district gifted program. Written permission must be given by the parent for any psychological testing to take place. Any psychological testing for the purpose of investigating learning problems evolves through the RTI process.

RTI Response to Intervention Team

The RTI process is a very positive, success oriented program which follows specific assessment and intervention tactics to help remove educational and behavioral stumbling blocks for the elementary children in the regular classroom. RTI is a team approach designed to assist students to function successfully in the elementary school environment. You as a parent are an integral part of the RTI process.

Speech Therapy

If a child needs therapy, parents are notified by letter and a due process meeting takes place. Any student from Kindergarten through grade twelve may be referred for speech therapy. Diagnostic and corrective procedures are administered by our speech therapists.

Guidance

Guidance Counseling Services are available through a certified Elementary School Counselor. Students can be referred by parents, teachers, or by self referral. Classroom guidance programs are conducted through the school year in various topics, such as; study skills, test taking and self esteem lessons. Individual and small groups counseling services are available. Referrals to locate agencies for more in-depth counseling are also made on a case by case basis.

Health Services

School health services are provided to promote wellness and prevent illness within the school setting. A healthy child is better able to perform in the classroom. The school nurse accomplishes this by screening, teaching, evaluating and monitoring health problems. **Health Room: GGB, ext. 3114**

Illness: The nurse cannot diagnose an illness. Care within the health room is limited to first aid services. Should your child become ill during school hours the nurse will

evaluate the complaint and notify you of any problem. It is extremely important that she have a phone number where a parent or another designated adult can be reached. If it is necessary for the child to leave school due to the illness, the parent is responsible for providing transportation. Students should be kept home if they present any of the following symptoms **during the night or in the morning prior to school:**

1. Rash or skin eruption anywhere on the body
2. Fever
3. Headache or body aches and pains associated with fever
4. Diarrhea or vomiting

The above symptoms are forerunners of many different diseases. If the ailment is more serious, resting at home at the onset may help prevent complications. In any event, **KEEP THE SICK CHILD HOME** and write a note of explanation to the teacher when the child returns to school. **Please do not send your sick child to school.** However, it is important to realize that keeping a child home without a legitimate reason robs the child of very valuable time in the classroom. If the child has had repeated absences of three or more days you may be asked for a note from the physician stating the reason for the student's absence.

Medication Administration - No medication can be administered in school without written permission from the child's physician. This includes over the-counter medication. In accordance with State and District Policy, in order to have medication administered in school the parent must provide:

1. A completed "Authorization for Medication" signed by the doctor and the parent
2. Medication in a prescription bottle properly labeled by the pharmacy with the student's name, medication name, dosage, and frequency of administration.

The medication should be brought to school by an adult.

If your child has a history of serious allergic reactions to foods, bees stings, etc, please ask your doctor for a prescription for appropriate medication (Benadryl, Epi-pen, etc.) to be kept in the school for emergency situations.

Health Records - The school nurse is responsible for keeping an up-to-date health record on your child. Please make her aware of any serious injury, illness, hospitalization or surgery. Your child's performance in school may be altered by illness or medication. If your child is unable to participate in gym class a physician's excuse is required. Recommendations for adaptive physical education should be made by the doctor.

Contagious Diseases - Children with contagious diseases will be excluded from school until appropriate treatment has been administered and/or the physician certifies that the child may return.

Pediculosis - School wide head lice checks will be done in September, January, and April. Careful monitoring is done in between school wide checks to prevent classroom infestation. A child with an active case of head lice must be excluded until proper treatment is accomplished and the school nurse is satisfied that appropriate measures have been taken. Chronic problems may require a home visit to help alleviate the condition.

Change of Address/Phone/Withdrawals

It is important that we have your correct address and phone number for your home and work place. Should these change during the school year, please notify us immediately **and provide proof of residency**. It is necessary that we have an emergency number for you in the event that you cannot be reached at home during the school day should a serious problem arise.

Additionally, if you move from our area it is important that you contact the office to withdraw your child from our school. Also, make sure your child returns library books and/or textbooks to the classroom teacher. Likewise, all items must be cleaned out of the student's locker and any financial obligations must be taken care of.

Custody Issues

We often receive requests from parents/guardians stating who can or cannot pick the child up at school. When we get this information, it is shared with the child's homeroom teacher and all office personnel. Everyone must understand that the school needs to have a copy of the Custody Agreement on file to legally carry out such requests. A simple verbal request without any legal documentation will not be sufficient.

Drug and Alcohol Policy

Possession and use of alcohol, illegal or dangerous drugs, or narcotics in the school, or upon school property shall result in suspension and possible expulsion. All illegal or dangerous drugs or narcotics shall include any controlled substance as defined in the "Controlled Substance, Drug, Device and Cosmetic Act". This shall also include "Look-alike" or "counterfeit drugs".

Weapons - Policy 218.1

This is an abstract of the terms of the Weapons Policy #218.1.

Definition Weapon - Includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily harm.

Discipline - The School Board shall expel (using the process outlined in the policy) for a period of not less than one year any student who violates this policy. The Superintendent may recommend modifications on a case by case basis.

In the case of a student with disabilities, the Superintendent will take steps to comply with the Individuals with Disabilities Education Act.

Transfer students - Students transferring in during an expulsion period for a weapons offense will be assigned to an alternate assignment or alternate education for the period of the expulsion.

Safe Schools Monitor

The Bradford Area School District has a monitor system for the safety of your child. All doors will be secured at 9:10 a.m. daily. Anyone arriving later than 9:10 a.m. will need to be buzzed into the school through the front doors. Doors will be re-opened at 3:35 p.m. Your child's safety is of the utmost importance to this district and your co-operation is greatly appreciated.

Field Trips

To enrich the classroom learning situation, many students have the opportunity to take field trips. Field trips are well planned and well supervised. Signed permission forms are required from parents. These forms are sent home prior to any field trip detailing all arrangements concerning destination, dates, times, transportation, lunches, and any other necessary information.

Proper conduct is expected of every student participating in a field trip. In an effort to ensure productive and safe educational experiences, students who have had serious or repetitive disciplinary infractions may be prohibited from attending field trips. Field trips are planned at the discretion of the teachers.

Parents are strongly discouraged from attending field trips unless assigned as a chaperone. The opportunity for a student to attend field trips with their peers promotes

social interaction with their classmates outside a school setting. We want all students to experience these opportunities without outside distractions.

Students will ride to and from the field trip destination on transportation provided by the district.

Chaperones

Act 114 requires that all student teachers and prospective employees (to include volunteers, as per District Policy #915) working in the schools after April 1, 2007, must have an FBI Federal Criminal History Check in addition to the Act 34 and 151 Criminal History Background Check clearances.

All volunteers that will have any direct student contact will need to obtain all three clearances. The only volunteers that would not need a clearance are those that will be working directly with other staff, in the building, and will remain under the supervision of that staff member at all times (ex. guest speakers, PTO projects, etc.). If a volunteer will have any direct contact with students and will at any time not be under direct supervision of the teacher, they will need all three clearances. All field trips will require that all chaperones have the necessary clearances.

The clearances will remain in effect as long as the individual each year volunteers one day with our students either as a chaperone or classroom helper.

Applications for clearances are available by contacting Lisa Brown, at the District Office.

Parent Teacher Organization (P.T.O.)

We are fortunate to have a very active group of parents and teachers working together in P.T.O. They meet once a month in the library to discuss issues relative to the students at G.G.B. They welcome everyone to participate in the organization. The P.T.O. sponsors fundraisers throughout the year to raise funds for many activities and projects for your children. They have provided funds for the playgrounds, field trips, holiday treats, and teacher projects in the past. Please keep informed of the P.T.O.'s activities. Perhaps you might be able to assist in some way. If you have any questions about the P.T.O., please ask your child's teacher or the principal.

Visitors

The administration and faculty extend a welcome to all parents of students to visit our school. Twenty-four hour notice would be appreciated. **All guests should report to the MAIN OFFICE upon entering the school to sign the visitor log and pick up a visitor badge** (which is to be worn while visiting the building).

Parents bringing students into the building should say good bye to their child in front of the main office. This will help the student feel more comfortable with the school environment and help them build the independence they will need through-out their school career and lives. Staff are always available through-out the building to help students in need.

Report Cards

The teachers use a variety of methods to assess the students throughout the school year. Students will bring report cards home every six (6) weeks documenting how well they are doing in school. If you have any questions concerning your child's report card, please contact the classroom teacher first.

School Parties/Treats

Students are not to bring treats to share with other students unless it is cleared or requested by the classroom teacher first. Any treats that are purchased for classroom use must be purchased from a retail outlet and be sealed. **Home baked goods are not to be brought to school to share with others.**

School Pictures

A professional photographer takes school pictures twice a year (fall and spring). The fall pictures need to be purchased in advance. Proofs of the spring portraits will be sent home for you to examine, then you may choose the package you want to purchase. All proofs must be returned. Information is sent home well in advance concerning the prices and the date of the pictures. If your child misses the fall pictures, there is a make-up date. There is no make-up date for the spring pictures.

Yearbooks are sold on a first come first serve basis.

Student Records

Parents/Guardians should be aware of their right to inspect, review and request amendments to their child's classified educational records in the school. School Board Policy #'s 216, 216a and 216b address these issues thoroughly. If you would like to inspect your child's records, please notify the principal in writing.

Telephone Calls to the School

We encourage parents and the community to be involved in their student's educational process. For all emergencies, call the school office and the call will be forwarded to the teacher. All other calls will be forwarded to voice mail or the parent can e-mail the teacher. (We strongly encourage parents to use e-mail for academic concerns - refer to page 4). Classes are being taught from 9:00 a.m. to 3:30 p.m. daily. Telephone calls interrupt the educational process. Thank for your assistance in creating an optimal learning environment.

If you need to call the school for a busing change or dismissal change, please call the school before 11:00 a.m. or send a note with your child in the morning.

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats/acts by students presents to the safety and welfare of district students, staff and community.

Terroristic threat shall mean a threat to commit violence, made with the intent to terrorize another, to cause evacuation of a building, or place, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act shall mean an offense against property or involving danger to another person or an attempt to commit such an offense.

When an administrator has evidence that a student has made a terroristic act, the student will be immediately suspended. The administrator will report the incident to the Superintendent who will decide if law enforcement will be called. The Superintendent may recommend expulsion of the student to the Board. In the case of exceptional students, the district will take all steps necessary to comply with an Individuals with disabilities Education Act.

Bradford Area School District Policy 218.2 titled Terroristic Threats/Acts may be reviewed in the Main Office during regular school hours.

Exemption from Instruction

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.

The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.

Weather Related Information

Parents should consult the radio (WESB) or TV channel 13 (WOWL) for information regarding school closings and weather related dismissals.

Homeless Children

The Pennsylvania Homeless Children's Initiative is the Pennsylvania Department of Education's response to The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Sections 721-726-P.L. 107 - 110 NCLB.) The key mandate of the law is to ensure that homeless children and youth have access to free, appropriate education on an equal basis with other children.

By definition of this act, homeless children are found in the following places or situations:

- Public or private shelters
- Public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings - vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic shelter, individuals and/or friends due to a lack of housing
- Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers (including such youth from 18 through 21 years of age who may still be eligible for educational services in regular or special education.)
- Children of migrant families who lack adequate housing
- School-age, unwed mothers or expectant mothers living in houses for unwed mothers when they have no other available living accommodations.

If you are aware of any children in the district who possibly fit the above criteria, please contact the school's guidance counselor, teacher, or principal. You may also contact the Bradford Area School District's homeless liaison, Sarah Tingley at 368-3183 or stingley@bradfordareaschools.org. Services are available for these students.

Annual notification to parents regarding qualifications of TITLE I teachers and paraprofessionals

To: All Parents of students enrolled in a school receiving Title I funds

From: Mrs. Sarah Tingley

Date: August 25, 2010

As a parent of a student who attends a school receiving Title I funds, you have a right under federal law to request information about the professional qualifications of the classroom teachers who instruct your child and the para professionals who assist them. The No Child Left Behind Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers and their paraprofessional assistants:

- Whether the state has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency license or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and the subject of the degrees.
- Whether an instructional aides or paraprofessionals provide services to your child and their qualifications.

If you would like to receive any of this information, please contact me, at 368-3183 ext. 4616 or by writing to my office at 76 School Street, Bradford, PA 16701.

———— * Please remove this page from handbook and return to teacher. ————

Bradford Area School District

George G. Blaisdell Elementary School

Occasionally, teachers and the newspaper will take pictures of students within the school building. Pictures are taken only under the authority of the school. Every effort is made to ensure that the pictures are used only to report something positive in our building. If you do not want your child's picture taken, please detach this page, fill in the information and return it to your teacher.

I do not give permission for my child's picture to be taken at George G. Blaisdell Elementary.

Parent/Guardian Signature _____

Date _____

———— * Please remove this page from handbook and return to teacher. ————

Bradford Area School District

George G. Blaisdell Elementary School

Elementary Student and Parent Handbook

Each and every one of us would like to provide the best possible educational advantages for the youth of our community. We want all of our students to be successful. School personnel, parents and students must all try to fulfill their responsibilities for that success to happen. This handbook is intended to be a contract between school, parent and student to ensure that we are all doing our part for the well-being of our youth.

My child and I understand we have responsibilities. My child and I have read this handbook and intend to keep it for future reference. We understand it is important that school and home work together.

I certify that I, _____ have
(Parent or Guardian Name - Print)

reviewed this handbook with my child, _____
(Student Name - Print)

Student Signature _____

Parent/Guardian Signature _____

————— * Please remove this page from handbook and return to teacher. —————

Bradford Area School District Technology and Computer Use Form

Elementary School Student Name: _____

Homeroom: _____ Date: _____

Parent/Guardian Section:

I understand that the computers and other technology equipment in the Bradford Area School District have been purchased and installed for instructional and educational use only. I also understand that the use of networking and the Internet has opened a vast resource for school entities and that students now have opportunities to access research data bases that were unavailable to students in the past. I also understand that the Internet makes it possible for students to have access to possibly inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive or illegal material. The Bradford Area School District will use its best efforts to limit such access to only those areas which have educational value. However, it is understood that there does exist the possibility of access to inappropriate material, and that any such actions by my son/daughter will be in violation of the stated goals and policies of this District and will be dealt with accordingly.

Students of the Bradford Area School District have the privilege of using a wide-range of technology equipment. With that privilege goes the responsibility for the prudent care of the equipment and supporting materials. Penalties for the misuse of the district's computer and other technology equipment are set forth in Policy 814.1. Parents and students must be fully aware of the liability assumed while using this equipment and supporting materials.

Both parent/s or guardian/s must sign this form: If the student resides with only one parent/guardian, so indicate.

Parent/guardian Signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____

Student resides with only one parent/guardian, as shown above.

Teacher section

I certify that _____ has completed the appropriate and necessary training required for the use of the District's computer and networking facilities.

School year: _____

Teacher/Librarian Signature: _____ Date: _____

———— * Please remove this page from handbook and return to teacher. ————

Bradford Area School District Locker Waiver Form

Student Section:

I hereby agree to abide by the terms of Policy #226, Locker Search, and any other applicable policies of the Bradford Area School District relative to the use by myself, or if being signed by the parents or guardians, by the student whose name appears below for the school year shown above.

Additionally, I understand that such use of the locker does not indicate any level of ownership of such locker or storage area by myself, nor does it ensure any level of privacy beyond that of restricting open access to the contents by other students in the building. I also understand that such lockers are the complete and total property of the Bradford Area School District and remain as such at all times.

I may not use such assigned locker for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

I further understand that the assigned locker may be subject to random search, including canine sniff searches, as set forth in the policies of the Bradford Area School District.

Student Name (Print): _____

Signature: _____ Date: _____

Parent Guardian Section:

If this form is to be signed by the parent or guardian, complete the information below.

Parent/guardian Signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____

Phone: _____

Address: _____

————— * Please remove this page from handbook and return to teacher. —————

Bradford Area School District School Insurance Form

SCHOOL INSURANCE IS AVAILABLE FOR ALL STUDENTS

Dear Parents/Guardian:

If you are interested in receiving information concerning the insurance plan, please indicate below and we will send it home with your child.

If you **do not** want insurance, please sign this sheet and return it to the teacher. All students must have this sheet signed and returned so that we have a record that school insurance has been offered to everyone.

Thanks you for your cooperation.

Mr. David Jones
Principal - G.G.B.

I am interested in school insurance and would like the information sent home with my child.

No, I am not interested in purchasing insurance for my child.

Student Name _____

Parent/Guardian Signature _____

Teacher Name _____

Date _____

———— * Please remove this page from handbook and return to teacher. ————

Bradford Area School District Early Dismissal Form

Parents/Guardians:

Early dismissal days can create problems due to the number of working parents. Early dismissal days are scheduled in advance on the school calendar. Provide the information below to your child's teacher in the event he/she should have alternative plans on those early dismissal days. If the information should change for any reason, please notify the school as soon as possible.

Please provide the information below and return to your child's teacher promptly.

Student's Name: _____

Teacher's Name: _____

Go home as usual: Yes No

If no, alternate plan as described: _____

Bus number (if riding an alternate bus): _____ (Bus Garage Phone No. 368-4714)

Parent/Guardian Signature: _____ Date: _____

Alternative busing requires 3 to 5 days notice to the bus garage.

————— * Please remove this page from handbook and return to GGB. —————

Bradford Area School District Inclement Weather Form

Parents/Guardians:

Inclement weather (such as snow, ice, emergency situations & etc.) can create problems due to the number of working parents. If an early dismissal is needed due to inclement weather, please alert your child's teacher of their alternate plans. Please fill out this form for your elementary child and return it to the school. If the information you provided us should change for any reason, please notify the school as soon as possible. Latchkey will only open for one hour after dismissal. Please be prompt if your child is going to Latchkey.

Should school be canceled (prior to 6:30 a.m.) due to snow or other conditions, there will be NO Latchkey available on that day. When there is a DELAY in the start time, Latchkey will still open at 6:30 a.m.

Please provide the information below and return to your child's teacher promptly.

Student's Name: _____

Teacher's Name: _____

Go home as usual: Yes No

If no, alternate plan as described: _____

Bus number (if riding an alternate bus): _____ (Bus Garage Phone No. 368-4714)

Parent/Guardian Signature: _____ Date: _____

Alternative busing requires 3 to 5 days notice to the bus garage.

March 15 - April 1, 2011.

Bradford Area School District Placement of Students

Parents/Guardians:

We consider the placement of students in their classroom critically important. When deciding the child's assignment for the following year we consider many factors including the child's instructional level and learning style. We also consider any special circumstances that will ensure the child is in the correct placement. Our goal is to ensure your child has the best educational placement possible according to their unique characteristics. This is a team process and we consider parents to be critical members of this team. Therefore, we welcome your input.

We have established the following guidelines to ensure that this process is as fair as possible.

- Parents may request three teachers in order of their preference.
- Classrooms will not have more than seven students of the class filled with parent requests.
- Parent requests will only be honored on first come first serve basis. We will date each request with the time to ensure we are as fair as possible.
- **Requests will only be accepted from March 15-April 1.**
- **Requests must be sent directly (hand delivered; mailed; or emailed) to the building principal.** Please make sure you witness the secretary signing the form if you hand deliver it.
- Requests sent to classroom teachers will not be honored.
- We still welcome parents to give any input (i.e. likes, dislikes, strengths, weaknesses, friends, etc.) on their child's learning needs when determining their placement for the following year. Please list that information below and on the back.

The Bradford Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, or for information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Samuel Johnson, Human Resources Director, at 150 Lorana Avenue, Bradford, PA 167101 (814)362-3841).



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