

**School Street  
Elementary  
School**

**Student & Family Handbook  
2009 . 2010**

**Bradford Area School District . Bradford, Pennsylvania**

## **School Street Elementary**

76 School Street

Bradford, PA 16701

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Please sign and return pages to school.

## Daily Schedule for School Street Elementary School

### Time Schedule for Schedule

Latchkey Arrival Time (Beginning).....	6:30 AM
Students' Arrival Time in the Classroom .....	8:40 AM
Opening Exercises with Flag Salute, etc.....	9:05 AM
School Convenes .....	9:05 AM
Lunch .....	11:05 AM — 1:15 PM
Dismissal .....	3:55 PM
End of day for teachers .....	4:10 PM
PM Latchkey arrival time .....	4:10 PM

School begins at 9:05 AM with opening exercises. Children are tardy after 9:05 AM unless their bus arrives late. Dismissal begins at 3:55 PM.

Students are not to arrive at school before 8:40 AM unless they are participating with the Latchkey Program.



# Bradford Area School District July 2009 – June 2010



July 2009						
S	M	T	W	T	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	

August 2009						
S	M	T	W	T	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					

September 2009						
S	M	T	W	T	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			

October 2009						
S	M	T	W	T	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	

November 2009						
S	M	T	W	T	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					

December 2009						
S	M	T	W	T	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		

January 2010						
S	M	T	W	T	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						

February 2010						
S	M	T	W	T	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						

March 2010						
S	M	T	W	T	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			

April 2010						
S	M	T	W	T	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	

May 2010						
S	M	T	W	T	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					

June 2010						
S	M	T	W	T	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			

- 1 – Winter Holiday  
No School
- 18 – Martin Luther King Day  
No School
- 20 – Marking Period Ends  
Early Dismissal
- 28 – Report Cards Distributed

- 19-24 – In-Service Days
- 25 – First Day of School

- 12 – Mid Winter Vacation  
No School
- 15 – President's Day  
No School

- 7 – Labor Day  
No School

- 5 – Marking Period Ends  
Early Dismissal
- 12 – Flex Day  
No School
- 15 – Report Cards Distributed

- 6 – Marking Period Ends  
Early Dismissal
- 12-13 – In-Service Days  
No School for Students
- 14 – Report Cards Distributed

- 2-5 – Spring Break  
No School
- 21 – Marking Period Ends  
Early Dismissal
- 29 – Report Cards Distributed

- 19 – Marking Period Ends  
Early Dismissal
- 25-30 – Thanksgiving Holiday  
No School





- 31 – Memorial Day  
No School




- 1 – Flex Day  
No School
- 2 – Report Cards Distributed
- 23-31 – Winter Holiday  
No School

- 3 – Last Day of School  
Marking Period Ends  
Report Cards Distributed

- \* If school is closed for inclement weather or other reasons, make-up days will be December 23, January 18, February 12 and April 5, in that order depending on days missed.
- \* School opens on Tuesday, August 25, for regular session with cafeteria in operation.
- \* PSSA "window" Testing Dates:  
April 7-16, 2010 – 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> & 11<sup>th</sup> Grade Math and Reading Assessment  
April 19-23, 2010 – 5<sup>th</sup>, 8<sup>th</sup> & 11<sup>th</sup> Grade Writing Assessment  
April 26-30, 2010 – 4<sup>th</sup>, 8<sup>th</sup> & 11<sup>th</sup> Grade Science Assessment  
May 3-7, 2010 – Make up day for all subjects

# Schoolwide Behavior Expectations in Common School Settings

	Classroom	Hall/Stairs	Rest Room	Cafeteria	Playground
Be Safe	<p>Aways walk</p> <p>Push chair in</p> <p>Keep learning materials in desk</p>	<p>Aways walk</p>	<p>Aways walk</p> <p>Wash hands with soap after using the restroom</p>	<p>Aways walk</p> <p>Stay seated until dismissed</p> <p>Report spills</p>	<p>Look where you're going</p> <p>Use equipment properly</p> <p>No rough play</p>
Be Respectful	<p>Follow directions</p> <p>Be a good listener</p> <p>Always use appropriate language</p> <p>Say please, thank you, and you're welcome</p>	<p>Speak softly</p> <p>Walk in a straight line</p> <p>Hands at your sides</p> <p>No talking during transitions</p>	<p>Wait your turn</p> <p>Be patient</p> <p>Be quiet</p> <p>Clean up after yourself</p> <p>Respect other's privacy</p>	<p>Respond politely to adult's requests</p> <p>Speak softly</p> <p>Keep hands on own tray and food</p> <p>Eat politely</p>	<p>Follow directions</p> <p>Take turns</p>
Be Responsible	<p>Use time wisely</p> <p>Put things away properly</p> <p>Complete assignments on time</p> <p>Care for school, personal, and others' property</p>	<p>Go directly to your destination</p>	<p>Flush the toilet before you leave</p> <p>Report problems to your teacher</p> <p>No Playing</p> <p>Care for school property</p>	<p>Raise hand for permission when you need to get up</p> <p>Clean up your area</p> <p>Get tray ready to return</p>	<p>Line up when your teacher signals</p> <p>Collect your things</p> <p>Return equipment</p> <p>Care for school property and property of others</p>
Be Nice	<p><b>Smile</b> </p> <p>Include others</p> <p>Be helpful</p> <p>Speak softly and kindly</p>	<p><b>Smile</b> </p> <p>Give a quiet, friendly greeting</p>	<p>Be polite</p>	<p><b>Smile</b> </p> <p>Say please and thank you</p> <p>Include everyone at the table in friendly conversation</p>	<p><b>Smile</b> </p> <p>Share equipment</p> <p>Be polite and include others</p>

Dismissal	Bus/Bus Stop	Assembly	Latch Key	Field Trips
<p>Aways walk</p>	<p>Stay seated (back to back and bottom to bottom)</p> <p>Listen to the driver</p> <p>Always walk to the bus</p> <p>Wait for the driver's signal to cross</p>	<p>Walk with class</p> <p>Stay seated</p> <p>Listen for directions</p>	<p>Look where you're going</p> <p>Use equipment properly</p> <p>No rough play</p>	<p>Stay with the group</p> <p>Walk</p> <p>Report any problems to teacher</p>
<p>Follow directions</p>	<p>Wait your turn</p> <p>Follow directions</p> <p>Speak softly</p> <p>Keep hands, feet and objects to yourself</p>	<p>Give the presentation your full attention</p> <p>Participate appropriately</p>	<p>Follow directions</p> <p>Take turns</p>	<p>Follow directions</p> <p>Answer politely</p>
<p>Care for school, personal, and others' property</p>	<p>Collect your things</p> <p>Safely walk directly and from the bus</p> <p>Report home or to caregiver immediately upon getting off the bus</p> <p>Model good behavior for all students</p>	<p>Care for school, personal, and others' property</p> <p>Report problems to teacher</p>	<p>Line up when aide signals</p> <p>Collect your things</p> <p>Care for school property and property of others</p>	<p>Care for school, personal, and others' property</p> <p>Model good behavior</p> <p>Listen</p>
<p>Be polite</p> <p>Help others</p>	<p><b>Smile</b>  and greet others</p> <p>Help others</p> <p>Share your seat</p> <p>Speak softly and kindly</p>	<p>Be polite</p>	<p><b>Smile</b> </p> <p>Share equipment</p> <p>Be polite and include others</p>	<p><b>Smile</b> </p> <p>Be polite</p> <p>Help others</p>

# School Street Faculty and Staff

## 2009 - 2010

Mrs. Sarah Tingley - Principal

Mrs. Erin Waugaman - Assistant Principal, Title I Assessment Coordinator

### Grade 3

Mrs. M. Melvin  
Ms. K. Anderson  
Mrs. K. Bechelli  
Mr. R. Thompson  
Mrs. K. Johnston  
Mrs. K. Johnson  
Mrs. G. Cannon  
Mrs. A. Pugrant  
Mrs. M. Peterson  
Miss M. Stormer

### Grade 4

Mrs. J. Rosendahl  
Mrs. J. Cottillion  
Mr. M. Franz  
Mrs. A. Rhoades  
Mr. P. Swanson  
Mrs. K. Roulo  
Mrs. J. Slotter  
Ms. T. Irwin  
Miss J. Caldwell

### Grade 5

Ms. C. Gingerich  
Mrs. P. Arrowsmith  
Mrs. A. Troisi  
Mrs. H. Colwell  
Mrs. K. Baldwin  
Miss K. Wright  
Mrs. C. Downey  
Miss L. Gustafson

### Special Education

Mrs. G. Armstrong  
Mrs. D. Bryan  
Mrs. C. Currie (Speech)  
Miss P. Lindstrom  
Mrs. S. Macfarlane  
Mrs. L. Walter

### Reading Specialists

Ms. K. Carpenter  
Mrs. M. Merry  
Mrs. B. Mongillo  
Mrs. G. Szafran

### Health

Mrs. PJ Leonhardt  
Mrs. M. Wilber  
Miss M. Rhodes (Dental Hygienist)

### Special Subjects

Art ..... Mrs. R. Bennett  
Music ..... Mr. M. Grady  
Explore ..... Mrs. T. Dittman  
Guidance ..... Mrs. J. Speaker  
Library ..... Mrs. M. Cornelius  
Music ..... Ms. B. Shultz  
Phys. Ed. .... Mrs. L. Ackerman

### Support Staff

Mrs. S. Keck  
Ms. K. Oxley  
Mrs. R. Slotter  
Mrs. N. Traina  
Mrs. B. Yohe

### Paraprofessionals

Mrs. J. Bean  
Ms. K. Clark  
Mrs. P. Durolek  
Mrs. J. Fargo  
Mrs. S. Gallagher  
Mrs. W. Kellam  
Mrs. S. Keyes  
Mrs. M. Pascarella  
Mrs. K. Soble  
Mrs. C. Switzer  
Mrs. S. Viola

### Custodians

Mr. R. Craft  
Mr. D. Hayden  
Mr. T. Mongillo  
Mr. R. South  
Mr. A. Wilson

### Cafeteria Staff

Mrs. P. Barton  
Mrs. M. Schoolmaster  
Mrs. B. Zamberlan  
Mrs. R. Hvizdzak  
Ms. R. Strait  
Mrs. M. Cox

# School Street Elementary School Faculty

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Title I Assessment Coordinator		

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## 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 **labeled** envelope.
- ◆ Teach your child to be respectful to adults, peers, and property.
- ◆ If your child is absent, make arrangements for makeup work before **9:00 am**.
- ◆ Talk to your child about their feelings and interests.

## Student Code of Conduct

A student attends school so that he/she may develop individual capacities to their fullest and become, for his/her own benefit and that of others, the best person that is possible for him/her to become.

To do this, the student is expected to do the following:

1. Be regular and punctual in meeting all school obligations.
2. Come to class prepared, with completed assignments and instructional materials.
3. Devote his/her energies to learning, and make a sincere effort to do his/her best work.
4. Respect and consider the personal and property rights of others.
5. Accept responsibility for his/her own actions.
6. Comply with the rules and regulations of the school and conform to the laws of the community, state and nation.
7. Develop standards of personal conduct that are reflected in socially approved behavior.
8. Help maintain school property, free from damages and defacement.
9. Defer to the authority of school personnel.

The following categories of misconduct have been established and approved by the Bradford Area School District Board of Directors as examples, which shall be subject to corrective and/or disciplinary action (To include but not be limited to Policy # 218, 227, and 233).

## **1. Citizenship**

- a. Violation of state laws, local ordinances, approved fire and safety codes, school rules and regulations.
- b. Disobedience; to include insubordination and defiance in complying with reasonable requests from school personnel.
- c. Gross misbehavior; to include deliberate, malicious or willful conduct detrimental to the normal functioning of the educational program or activity under school sponsorship.
- d. Use of profanity, obscenities, or degrading epithets.
- e. Immoral conduct and/or indecency.
- f. Display, distribution, or sale of pornographic materials.
- g. Possession, use, sale or distribution of intoxicants, illegal or unauthorized medicine, drugs or narcotics, including by way of illustration and not limited to: alcohol, marijuana, heroin, opium, cocaine, LSD, barbiturates, amphetamines, and anabolic steroids.
- h. Use of tobacco in violation of the regulations for students.
- i. Dress and appearance, which present health or safety problems or cause disruption of the educational process.
- j. Fraudulently using the name of another person or falsifying times, dates, grades, residence, or other data used by school personnel.
- k. Unlawful interference with or intimidation of students or school employees.

## **2. Public and Private Property**

- a. Purposefully setting fire to school property.
- b. Willful destruction or defacement of property.
- c. Being present in an unauthorized place or refusing to leave when ordered.

- d. Unauthorized possession of property not one's own.
- e. Making bomb threats concerning school property.

## **3. Attendance**

- a. Violation of compulsory school laws.
- b. Failure to attend school regularly, even though over the age of 16.
- c. Repeated tardiness or absence from school without cause.
- d. Tardiness to or skipping of classes.

## **4. Safety and Well-Being of Others**

- a. Bodily conditions: the condition under which a student is suspected of having a communicable disease or of neglecting personal hygiene to the point of disrupting the educational process.
- b. Threats or physical attacks to students or school employees.
- c. Violence or threats of violence.
- d. The act of possessing, using, or threatening to use any weapons or instruments capable of inflicting bodily harm.
- e. Laser pointers: Students are prohibited from possessing and using laser pointers and attachments during school, on school property and at school sponsored activities, both on and off school property.

School property includes all buildings, lands, grounds, buses and vehicles owned or leased by, or under the temporary or indefinite control and possession of the district, specifically to include school buildings, parking lots, leased and owned buses, athletic and recreational facilities and other sites owned by others but under temporary district control or use. The commission of, or participation in, such misconduct as described above in school buildings, on school property or at school-sponsored events is prohibited.

Students at school-sponsored events, off school property, shall be governed by school district rules and regulations and are subject to the authority of school officials.

The foregoing statements of offenses shall not be deemed to limit the rights of either the Board or school administrators to establish other rules of conduct for the welfare of the student body and for the maintenance of order and/or discipline within the school system.

Disciplinary and/or corrective actions may include any or all of the following:

1. Staff personnel shall have the authority, in the event of a minor offense by a student, to admonish, reprimand, or to impose minimal disciplinary measures upon the offending student as are commensurate with the nature of the offense and to confiscate such potentially harmful and disruptive devices as may be involved in said conduct.
2. Building principals, and/or designee, may place students committing offenses of a more serious nature on probation, which is a conditional enrollment during a trial period. It may be coupled with other forms of disciplinary and/or corrective action, including suspension from co-curricular and/or extra-curricular activities. The building principal or designee shall establish the conditions of probation and impose the terms of such after a conference with the student and parents or guardian. Breach of conditions of probation shall give rise to further disciplinary action, which may include suspension or expulsion.
3. Suspension is a temporary withholding of the privilege of attendance in classes, at school, or at school-sponsored activities. It may range from a portion of a day to ten (10) days.
4. Expulsion is termination of enrollment for a period of time exceeding ten (10) days and may be permanent.

Selection of a correctional procedure, especially that of suspension or expulsion, will be based upon consideration of any one or more of the following factors:

1. Gravity of the offense.
2. Motive in committing the offense.
3. Effect of the student's offense on other persons or property.
4. Student's lack of remorse following the offense.
5. Student's lack of cooperation with school or other authorities following the offense.
6. Student's past record of offenses.
7. Effect of past correctional procedures on the student.
8. Effect of proposed corrective procedures on other person's health, safety, welfare and educational experience.
9. Other factors recognized by the law as relevant to the selection of the kind and degree of punishment.

References:

Policy # 218: Students Discipline

Policy # 227: Controlled Substances

Policy # 233: Suspension and Expulsion

## 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, cigarettes, and violent themes 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 year.
- ◆ Hats or any head coverings are not to be worn in the school building.

- ◆ Wear appropriate footwear for safety reasons. Loose fitting sandals and flip-flops are not permitted.

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 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 the family
- D. Impassable roads
- E. Required court attendance
- F. An educational trip (five day notice required)
- G. Family educational 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 Board

Students 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 com-

munity services. Students may also lose their driver license privileges.

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.

Continued irregular school attendance by students who are older than the compulsory attendance age may result in placement in alternative setting, suspension out of school, alternate education, TASK, or expulsion.

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

Some examples of unexcused and unlawful absence are late to class 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 ten (10) days of absence in any one school year, a warning letter will be sent to the parent or guardian. After fifteen (15) 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. The McKean County Office of Children and Youth Services will also be notified.

**Perfect Attendance** - Students who attend school everyday without a absence, tardy or early excusal will receive the Perfect Attendance Award. All early excuses 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.

**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** - 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.

The following guidelines have been established for parents who plan on taking their child on an educational trip:

1. Request must be made in writing to the building principal at least two weeks prior to the absence. After your request has been made you will receive a letter from the school verifying the dates.
2. Your letter will need to indicate the dates and a brief explanation as to where the child will be going, plus the educational value of the trip. The letter must state that the trip is an educational trip.

### **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 a as needed basis by parents.

**The times: 6:30-8:40 a.m. and  
3:55-6:00 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. We do not have supervision for the students arriving early. 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 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 as 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, sus-

pension, 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 all retaliatory behavior directed against complainant, 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.

*by order of Transportation Dept.*

- ◆ 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.

### **Changes to Student Transportation**

The Bradford Area School District school board at its January 14th, 2008 meeting approved several additions to the existing student transportation policies, particularly in regards to the assignment of bus stops. The changes were made to minimize the confusion and safety risks created when students request bus transportation to stops other than their home address on short notice and for non-emergency situations. The additions affecting the greatest changes are:

- ◆ Each student will be permitted to a maximum of two stop locations. Stops beyond the home address will only be listed for custody and child care issues. If you are using any of the stop locations periodically, please send a note with your child on the days they are using the stop.
- ◆ All requests for changes in student transportation should be submitted in writing to the building principal at least three (3) school days in advance of the requested change. If the stop change is due to a change in address for the primary stop, documentation of the address in the form of a bill with your name and address or a letter from the landlord must accompany the request form.
- ◆ Emergency situations will be handled on a case-by-case basis. The following will not be accepted as emergencies: short-term child care arrangements, birthday parties, personal appointments, visiting friends, or other matters of convenience.
- ◆ Requests are for no less than five (5) days per week.
- ◆ All buses will be equipped with audio and video surveillance cameras.

Students and parents are asked to refer to the district website at [www.bradfordareaschools.org](http://www.bradfordareaschools.org) to review the full policy, or call the bus garage at 368-4714.

- ◆ The bus garage reserves the right to change stops if conditions warrant the change.

### **Responsibility of the Pupils**

- ◆ To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
- ◆ To practice proper conduct while riding a school bus, as follows:
  - ◆ To act in a manner to ensure the safety of self and others.
  - ◆ To refrain from using tobacco, alcohol or drugs in any form.
  - ◆ To refrain from using language which may be abusive or obscene.
  - ◆ To ensure the proper care of all school property.
- ◆ To respectfully obey the driver and to report promptly to a school official when instructed to do so by the driver.
- ◆ To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
- ◆ To be at the location designated, both morning and afternoon, ready to board the bus at the appropriate time. Drivers are responsible for the maintenance of their schedules and cannot wait for tardy pupils. Students should be prepared to exit promptly when the bus arrives at the scheduled stop.
- ◆ To stay off the roadway at all times while waiting for the bus.
- ◆ To wait until the bus stops completely before getting on or off.
- ◆ To leave the bus only with consent of the driver.
- ◆ To enter or leave the bus only at the front door, after the bus has come to a stop, except in case of emergency.

- ◆ To cross the highway, after leaving the bus, in this manner:
  - ◆ Make certain the bus is stationary.
  - ◆ Go to the front of the bus within sight of the driver and wait for the proper signal for crossing.
  - ◆ Upon signal from the driver, look both right and left and proceed across the highway in front of the bus.
  - ◆ Walk (not run) in front of the bus when crossing the highway.
- ◆ To keep hands and head inside the bus at all times.
- ◆ To inform the driver when absence is expected from school.
- ◆ To report to the driver at once any damage to the bus that is observed.
- ◆ To help keep the bus clean and sanitary.

### **Responsibility of the Parents/Guardians**

- ◆ To make certain that their children arrive at the bus stop 5 minutes before the scheduled arrival of the bus in the morning.
- ◆ To provide necessary protection for their children when going to and from the bus stops.
- ◆ To accept joint responsibility with school personnel for proper behavior of their children.
- ◆ To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
- ◆ To make proper arrangements, in writing, with the respective building administrator for any change regarding the transportation of their children.

### **School Bus Disciplinary Guidelines**

The safety and welfare of students being transported to and from school is of a primary concern to the Bradford Area School District. When an incident involving student misconduct does occur on a school bus, it is the intent of the administration and staff that it be dealt within a fair and equitable manner.

The building principal, or transportation supervisor where applicable, shall retain discretion

in matters of disciplinary proceedings involving those students who ride a school bus to or from school. The final decision will rest with the building administrator. That discretion shall extend to the determination as to whether it will be considered a severe or lesser offense. Additionally, the elementary principal shall have the prerogative to determine whether or not an elementary student shall lose riding privileges on the first instance of misbehavior classified as a severe offense.

Standardized forms for the reporting of student misconduct are available and should be used where a bus driver wishes to record an alleged incident of misbehavior on a bus. Every attempt should be made to see that a form is completed in each instance of a problem. It is not enough to say that there have been continuing problems (on the first reported incident) and the student is off the bus for "X" number of days. A documented file, or dossier, must be kept, both for the information of a parent and for your protection.

Students are to follow the district's guidelines while being transported to and from school. The safety of all students being transported is the primary goal of the district, and it is the responsibility of all concerned. The incidents of misconduct have been divided into two categories: severe and lesser offenses. In either area the student risks a loss of riding privileges through a failure to follow the stated guidelines for student conduct. Severe and lesser offenses should not be combined in determining appropriate disciplinary action.

## **A. SEVERE OFFENSES**

### **1. Categories:**

- ◆ Engaging in activities which may affect the safety and welfare of self and others.
- ◆ Vandalizing school property.
- ◆ Using tobacco, alcohol or drugs in any form.

## **2. Discipline:**

- ◆ **First Offense** - Removal from the bus for a period of 5 days; written report filed; and parent/guardian notified. If the principal determines that a parental conference and written report are sufficient to resolve the current problem, further offenses shall commence with a suspension of 5 days.
- ◆ **Second Offense** - Removal from bus for 10 days; written report filed and conference held with parent/guardian.
- ◆ **Third Offense** - Removal from bus for 20 days; written report filed and conference with parent/guardian.
- ◆ **Fourth Offense** - Recommendation to superintendent for removal from bus for remainder of school term; written report filed and conference held with parent/guardian.

## **B. LESSER OFFENSES**

### **1. Categories**

Those offenses which are not covered in section "A", shall be considered to be lesser offenses and will not normally result in loss of riding privileges on the first occurrence.

### **2. Discipline**

- ◆ **First Offense** - At his/her discretion, the transportation supervisor may contact the parent/guardian with the information of the offense. Should it be deemed necessary, the school may be asked to make the initial contact with the parent/guardian. In either instance, it shall be recorded in writing with a copy sent to the parent/guardian and copies retained by both the school and the supervisor.
- ◆ **Second Offense** - A written report will be filed and submitted to the

school with a stern warning issued to the student by the principal or designee. Copy of the report shall be sent to the parent/guardian.

- ◆ **Third Offense** - Similar to “second offense”, except that warning shall note that next offense may result in a loss of riding privileges.
- ◆ **Subsequent Offenses** - At this point, the punishment shall follow the process outlined in section A.2.

### **C. WHERE A LOSS OF RIDING PRIVILEGES MAY AFFECT A STUDENT COVERED BY AN I.E.P.**

, the principal should exercise the necessary steps to assure that due process is followed.

### **D. WHERE THE MISBEHAVIOR INVOLVES VANDALISM TO SCHOOL DISTRICT PROPERTY**

, the student and/or parent/guardian shall be financially liable for all damages incurred.

### **Arrival Procedures**

Students are permitted to enter the building at 8:40 a.m. All students must enter by way of the main entrance or gym doors. When arriving at the school, students are to enter the building immediately.

Upon entering the building, all students must report directly to their homeroom. 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 8:40 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 P.A. system. It is important that students wait quietly in their classrooms so they do not 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 cafeteria handicapped 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. ALL PARENTS MUST WAIT IN THE CAFETERIA.**

### **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 on WOWL TV Channel 13. Students will not be permitted in the school until the following times:

#### **1 hour delay:**

9:40 a.m.-10:05 a.m.: Students arrive at school.  
10:05 a.m.: School begins

#### **2 hour delay:**

10:40 a.m.-11:05 a.m.: Students arrive at school.  
11:05 a.m.: School begins.

## Picking Up Children From School

### A written note is always required

- ◆ All dismissals are 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.
- ◆ 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 to the school late and your child has already boarded the 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 able to have your child prepared to leave.
- ◆ Please be prompt when picking 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

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 other 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 9:00 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 9:00 a.m. your child's homework will not be ready until the next day.

## 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 an 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. Students are not permitted to charge lunches once their account is depleted. Your child will receive a meal 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.** Otherwise, 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 the cost of lunch is \$1.35.

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

### **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 process.

### **Response To Intervention (RTI)**

All students are given school-wide assessments three (3) times a year to monitor their progress academically and behaviorally. Interventions will be put in place for students who are not meeting established benchmarks. Parents are an integral part of this process and will be contacted.

### **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: SS, ext. 3**

**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 expla-

nation 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.

**Medical 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 determine the source of the infestation.

### **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.

Additional, if you move from our area it is important that you come to 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 resolved.

### **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 needs to understand that the school needs to have a copy of the Court Order on file to legally carry out such requests. Anyone involved in such situations need to see that we receive such information. 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 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 case of a student with disabilities, the Superintendent will take steps to comply with the Individuals with Disabilities Education Act.

## **Safe Schools Monitor**

The Bradford Area School District has a monitor system for the safety of your child. All doors will be secured daily. Your child's safety is of the utmost importance to this district and your cooperation 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. If parent chaperones are needed, then parents must have an FBI Federal Criminal History check in addition to the Act 34 and 151 clearances.

## **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. and School Street. 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**

### **Refer to School Board Policy 907, September 10, 2007**

The administration and faculty extend a welcome to all parent/guardian(s) of students to visit our school. All visitors must report to the school office upon entering school property to secure permission to conduct a visit and receive a visitor's pass. This pass must be worn at all time while in the building.

All visitors are to have scheduled appointments, which may take part during teacher's planning time, before or after school or at a mutually convenient time. The above procedure will still be in place during these meetings.

Visitors may not interrupt a teacher who is teaching a class or supervising students. Drop-in conferences are inappropriate and must be avoided. If you need to set up a conference please submit the request in writing to the teacher/principal at least one (1) day prior to the visit.

All visitors who do not follow the guidelines set out in School Board Policy 907, and/or become disruptive will not be permitted on school grounds.

### **Report of Student Progress**

The teachers use a variety of methods to assess the students throughout the school year. Students will bring a report of student progress home every six weeks documenting how well they are doing in school. IF you have any questions concerning your child's progress, 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.

### **Library**

Throughout the school year students will be checking out books during their library special. In the event that student does not bring back their library book(s), the student will be given three notices and then will be charged a \$10.00 replacement fee per book to cover the cost. If the book is found, the \$10 fee will be returned. All books need to be accounted for by the end of each marking period.

### **Student Records**

Parents/Guardians should be aware of their right to inspect, review and request amendments to their child's classified education 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. However, unless it is an emergency, please be aware that telephone calls will not be put through to the teachers. A message will be taken by office personnel for the teacher(s) to return phone calls at his/her discretion. Classes are being taught from 9:05 a.m. until the students are dismissed at 3:45 p.m. Telephone calls interrupt the educational process. Thank you for your assistance in creating an optimal learning environment.

### **Terroristic Threats/Acts**

The Board recognizes the danger that terroristic threats and 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 within 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 parent/guardians.

### **Electronic Devices**

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The Board prohibits **use of** personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities.

The Board prohibits **use of** cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities.

In addition, the Board prohibits **possession and use** by students of any device that provides a wireless, unfiltered connection to the Internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

### **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](mailto:stingley@bradfordareaschools.org). Services are available for these students.

## **NOTICE TO PARENTS**

### **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, 2009

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 paraprofessionals 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. 4617 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**

### **School Street 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.

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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.**

## School Street PTO Volunteer Form

Are you interested in helping the PTO succeed at School Street Elementary School?

You too, can be an active and helpful part of their success. If you have any free time available and would like to volunteer your time, please check out the list at the bottom of the page. Circle the areas that interest you and we will notify you via phone or email when it is time to help.

Please Print:

Your Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email me with meeting reminders: \_\_\_\_\_ Yes \_\_\_\_\_ No

Child(ren) Name(s):

Homeroom Teacher

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please circle the areas that interest you**

Fundraising

Picture Day - Fall

Book Fair

Picture Day - Spring

Box Tops

Classroom Party Treats

Santa Workshop

Bowling

**Call me anytime!**



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

**Bradford Area School District  
UNEXPECTED EARLY DISMISSAL INSTRUCTIONS**

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

In the event of an emergency early dismissal, (excessive snow, no electricity, etc.) please use the following dismissal procedure for my child.

Remember, Latchkey will only be 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.

\_\_\_\_\_ No change necessary, send on regular bus.

If a change needs to be made, please send my child to the following name and address:

My child will be staying with: \_\_\_\_\_

Address where my child will go: \_\_\_\_\_

Phone: \_\_\_\_\_ Bus # \_\_\_\_\_

\_\_\_\_\_  
Parent Signature



**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: \_\_\_\_\_

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### **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: \_\_\_\_\_

\_\_\_\_\_

**District use: School Year: 2009-10**



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

## Bradford Area School District Technology and Computer Use Form

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Section:**

I 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.

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**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 School Insurance Form**

**SCHOOL INSURANCE IS AVAILABLE FOR ALL STUDENTS.**

Dear Parents,

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.

Thank you for your cooperation.

Mrs. Sarah Tingley  
Principal - School Street Elementary

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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 School Street 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.

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I **do** give permission for my child's picture to be taken at School Street Elementary School

I do **not** give permission for my child's picture to be taken at School Street Elementary.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



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

## **Bradford Area School District Short Walk Permission Slip**

Occasionally, teachers take the students for short walks off school property. They may go for a walk looking for certain types of leaves in the fall or down to the public library for a tour. Every effort is made to ensure that your child is safe. Please sign and return the form below. This form will be good for the entire school year. You will not need to sign a form for each walk.

Date \_\_\_\_\_

I give my permission for \_\_\_\_\_  
to go on short walks/trips with his/her teacher and class whenever it is part of his/her school work. Every effort will be made to safeguard the children when they leave the school building during school time.

Parent/Guardian Signature \_\_\_\_\_



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 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 16701 (814)362-3841.



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