

# School Street Elementary School

**Student & Family Handbook  
2023 . 2024**

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

**School Street Elementary**

76 School Street

Bradford, PA 16701

Phone 368-3183 / Fax 362-1741

[www.bradfordareaschools.org](http://www.bradfordareaschools.org)

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**Please sign and return pages to school.**



# BRADFORD AREA SCHOOL DISTRICT

## 2023 - 2024



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School opens on August 23, 2023, for regular session with cafeteria in operation.  
If school is closed for inclement weather or other reasons, make-up days will be:

### PSSA Testing Dates:

April 22 - 26, 2024.....English Language Arts Assessment — 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades  
April 29 - May 3, 2024.....Mathematics Assessment — 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades  
April 29 - May 3, 2024.....Science Assessment — 4<sup>th</sup> and 8<sup>th</sup> grades  
May 6 - 10, 2024.....Make up

**Winter Keystones:**

**Wave 1:** ..... December 4-15, 2023

**Wave 2:** ..... January 3-17, 2024

**Spring Keystones:** May 13 - 24, 2024

**Summer Keystones:** July 29 - August 2, 2024

## Daily Schedule for School Street Elementary School

### Time Schedule for Schedule

Students' Arrival Time in the Classroom..... 8:40 AM

Opening Exercises with Flag Salute, etc. .... 9:00 AM

School Convenes ..... 9:00 AM

Lunch..... 11:10 AM — 1:15 PM

Dismissal Begins ..... 3:30 PM

End of day for teachers ..... 4:10 PM

School begins at 9:00 AM with opening exercises. Children are tardy after 9:00 AM unless their bus arrives late. Dismissal begins at 3:30 PM.

Students are not to arrive at school before 8:30 AM.





# School Street Elementary School Faculty




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Blatchley, Heidi.....Assistant Principal .....	4616 .....	hblatchley@bradfordareaschools.org

## Teaching Staff

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Ward, Rebecca.....	Grade 3 .....	rward@bradfordareaschools.org

# Schoolwide Behavior Expectations in Common School Settings

	Classroom	Hall/Stairs	Rest Room	Cafeteria	Playground
<b>Be Safe</b>	<p>Always walk</p> <p>Push chair in</p> <p>Keep learning materials in desk</p>	<p>Always walk</p>	<p>Always walk</p> <p>Wash hands with soap after using the restroom</p>	<p>Always 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>
<b>Be Respectful</b>	<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>
<b>Be Responsible</b>	<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>
<b>Be Nice</b>	<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
Be Safe	<p>Always 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>
Be Respectful	<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>
Be Responsible	<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 immedi- ately 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>
Be Nice	<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>  Share equipment</p> <p>Be polite and include others</p>	<p><b>Smile</b>  Be polite</p> <p>Help others</p>



## 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 the child.
- ◆ Encourage children to be responsible. Have the child help out with chores at home.
- ◆ Talk to the child about school everyday.
- ◆ Take time to read with the child. Help the child with schoolwork.
- ◆ Be sure the child's bedtime is early enough, and be consistent.

- ◆ See that the child is dressed comfortably for both classroom work and outdoor play.
- ◆ If money is sent to school, it is necessary to enclose it in a **labeled** envelope.
- ◆ Teach the child to be respectful to adults, peers, and property.
- ◆ If the child is absent, make arrangements for makeup work before **9:00 am**.
- ◆ Talk to the child about their feelings and interests.

## Student Code of Conduct

A student attends school so that he/she may develop individual capacities to the 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. Using, possessing, and distributing mood-altering substances (which include, but are not limited to, all dangerous substances prohibited by law, alcoholic beverages, anabolic steroids, drug paraphernalia, any drug, including prescription drugs, except those for which permission for use in school has been granted pursuant to Board Policy 210) and/or pseudo (look alike) mood altering substances or controlled substances during school hours, on school property, and at any school-sponsored event.
- 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 18.
- 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; terroristic threats or acts.
- d. Bringing, using or possessing weapons or look alike weapons on school property, on school-sponsored activities, and onto any public vehicle providing transportation to school or a school-sponsored activity.
- 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 extracurricular 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.
- ◆ Halter tops, off the shoulder tops, spaghetti straps, or low cut tops are not appropriate clothing for school.
- ◆ Bare midriffs, backless tops, tube tops, short shorts, 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.
- ◆ 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.

## Student Due Process Rights and Expulsion Policy

**Detention:** Detention does not exclude a student from school. Detention is when a student is required to report to a certain location, as a disciplinary consequence, at a designated time (ex., during lunch, during recess, after school, etc.). Prior to a detention, a student shall be informed the reason for the detention and given an opportunity to respond.

**Suspension:** Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.

1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened
2. The student's parents/guardians shall be notified immediately, or as soon as is reasonably practicable, in writing when the student is suspended.
3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for **an informal hearing**. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended (NOTE: When a student is referred for expulsion, the informal hearing is used to

make the determination of whether the student's presence in his/her normal class during the period of time after the 10-day suspension has run, but prior to the Board of Directors making its final determination on expulsion would constitute a threat to the health, safety, or welfare of others.)

The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his own behalf.
- e. The District shall offer to hold the informal hearing within the first five (5) days of the suspension.

**Expulsion:** Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls.

1. Students referred to the Board of Directors for expulsion are entitled to a **formal hearing**.
2. Formal hearings may be held before the entire Board of Directors, or before a committee of the Board.
3. Formal hearings shall be scheduled during the 10-day suspension period whenever possible. A student will not be excluded from school for longer than 15 school days without a formal hearing, unless mutually agreed upon by the District and the student although the formal hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
  - a. Laboratory reports are needed from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §1400-1482).
  - c. In cases in juvenile or criminal court

involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

4. When a student is referred for expulsion and after the 10-day suspension has run, but before the formal expulsion hearing has been held and/or a final decision has been rendered by the Board of Directors, the student shall be placed in his/her normal class, except when it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety, or welfare of others. Such determination shall be made at the informal hearing. When it is determined that the student may not be returned to his/her normal class during this interim time period, the student shall be provided with alternative education, which may include home study.
5. The following due process requirements shall be observed with regard to formal hearings:
  - a. Notification of the charges shall be sent to the student's parents/guardians by certified mail.
  - b. Sufficient notice, given at least three days prior to the hearing, setting forth the time and place of the hearing must be given. A copy of this expulsion policy and hearing procedures shall be included with the hearing notice, as well as notice that legal counsel may represent the student. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - c. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
  - d. The student has the right to be represented by counsel.
  - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses to the extent permitted by federal law.
  - f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - g. The student has the right to testify and present witnesses on his/her own behalf.
  - h. A written or audio record shall be kept of

the hearing. The student is entitled, at the student's expense, to a copy of the transcript, although a copy shall be provided at no cost to a student who is indigent.

- i. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

### Formal Hearing Procedure

At the formal expulsion hearing, the committee of the Board of Directors sits as judge and jury and the Administration presents evidence of the Student Code of Conduct violation to the Board of Directors. The formal hearings are bifurcated proceedings. The Administration presents evidence of due process and of the alleged Student Code of Conduct behavior violations in the first stage of the hearing. If the Board of Directors feels the Administration has shown substantial evidence exists to support the student's alleged behavior violations, then the second stage of the hearing will commence, at which the Administration recommends a disciplinary consequence. The Administration may present evidence pertaining to the student's prior academic achievement, attendance, discipline history and any other extenuating circumstances it feels relevant to support its recommendation. The student will have an opportunity to cross examine District witnesses in both stages of the hearing, and will be given the opportunity to present his/her own evidence at both stages of the hearing. The committee of the Board of Directors shall make a recommendation to the Board of Directors regarding the outcome of the hearing, which recommendation must be approved by a vote of the Board of Directors at a public meeting.

### Waivers of Expulsion Hearing

Sometimes, the student, the student's parents/legal guardians, and the Administration are all in agreement that a specified disciplinary consequence is appropriate, agreeable, and may be put into effect without a formal expulsion hearing. In such situations, after being fully informed of his/her right to an expulsion hearing before the Board of Directors, the student and parent/legal guardian may voluntarily consent to expulsion, without going through an expulsion hearing before the Board of Directors, when the Administration is confident that such

consent is being made voluntarily, knowingly and intelligently by the student and parent/legal guardian. The Board delegates to the Superintendent the authority to enter into a written agreement with the student and parents/legal guardians, in which the student and parents/legal guardians waive their rights to the expulsion hearing and stipulate to the material facts on which the expulsion is based. Such expulsion agreements are subject to the approval of the Board of Directors, which fact shall be explained to the student and parent/legal guardian. In the event the Board refuses to approve an expulsion agreement, the Board shall schedule a formal expulsion hearing in an expedited manner. The student will be provided a form of alternative education throughout this period of time.

## Attendance

Beginning with the 2020-2021 school year, the compulsory school age in Pennsylvania requires all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner. 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, an absence from school IS ILLEGAL unless, a written or medical note is provided by the parent or guardian within THREE DAYS of the absence.**

The Board considers the following conditions to constitute reasonable cause for absence from school and therefore qualifies as an "excused absence":

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. After ten (10) days, a medical excuse will be required for each successive absence, unless extenuating circumstances exist and an excuse is waived by the building principal. [3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.

1. Impassable roads.
2. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
3. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[6]
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
4. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
5. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][29]
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time-frame (five (5) day notice required, not to exceed five (5) days per school year).
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
1. College or postsecondary institution visit, with prior approval (five (5) day notice required).
2. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[3][6][30][31]  
The district may limit the number and duration of nonschool-sponsored educational tours or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Students and parents are advised that illegal absences will be dealt with in accordance with the Pennsylvania Public School Code. Specifically, students and their parents will be notified when the student has accumulated three (3) days, or their equivalent, of illegal absences within one school year. At this time a School Attendance Improvement Conference (SAIC) will occur to examine student's absences and reasons for the absences will be examined in an effort to improve attendance, with or without additional services. If the child acquires a fourth (4th) illegal absence, the District is required to complete a Truancy Referral Form with McKean County Department of Human Services. Upon the sixth (6th) illegal absence,

the District is required to file truancy charges with the local District Judge's office. Section 1333 of the School Code imposes fines up to \$300 and authorizes other penalties such as parent imprisonment, parent education classes, community service and possible imprisonment for violations of compulsory school attendance laws. 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.

**Absence Notification** - When your child is absent from school, call the office at 368-3183, ext. 4600, to report his/her absence.

**Truancy** - Students of Compulsory age (from the time the child enters school (which may be no later than at the age of six (6) years until the age of 18 years) are subject to the compulsory school attendance laws of Pennsylvania. The District is required to file truancy charges against parents of truant students and/or the truant students themselves as set forth in the "Attendance" section above.

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.**

**Tardy** - Students are to arrive between 8:40-9:00. If a student arrives after 9:00, the minutes are illegal and can accumulate into a full illegal day.

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 magistrate and the McKean County Office of Children and Youth Services will be notified.

**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 compulsory school attendance laws of Pennsylvania.



## 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.

“Bullying” is intentional electronic, written, verbal, or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a school setting;
3. that is severe, persistent, or pervasive; and
4. that has the effect of doing any of the following:
  - a. substantially interfering with a student’s education; or
  - b. creating a threatening environment in the school setting for any specific student or groups of students; or
  - c. substantially disrupting the orderly operation of the school.

“School setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

Bullying is prohibited in the school setting. Bullying can rise to the level of unlawful harassment.

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 action/intervention. The disciplinary consequences for violating the bullying policy shall vary depending on the seriousness and pervasiveness of the bullying. Students are subject to discipline ranging from detention, out of school suspension or referral to an alternative site, and/or referral to the Board of Directors for expulsion.

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 parents have questions or would like to speak more about bullying, they can contact the building principal or school guidance counselor. To review the bullying policy in its entirety, the district administration office should be contacted.

## 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 five minutes before their bus is scheduled to arrive.
  - ◆ Children should be reminded 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.
  - ◆ Children should be reminded that it is not acceptable to use foul language at their bus stop or to use inappropriate hand gestures. 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 using any of the stop locations periodically, a note must be sent with the 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 the parents 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.
- ◆ The Bradford Area School District (the "School District") is committed to ensuring that students, employees, third party contractors, and members of public who utilize School District transportation feel as safe and secure as possible and that School District transportation is adequately protected from potential security threats. A key component of the School District's comprehensive security plan is the use of an efficient video monitoring system on School District transportation. The surveillance of School District transportation is intended to document violations of School District rules and policies and to assist in protecting the safety and security of the School District community. This Policy is intended to address the School

District's safety and security endeavors while protecting and preserving the individual privacy rights of all individuals utilizing School District transportation. For more information, please refer to Policy 810.2 Video Cameras on School Buses on the School District's website.

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 five 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 three 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 three days.
- ◆ **Second Offense** - Removal from bus for 5 days, written report filed, and conference held with parent/guardian.
- ◆ **Third Offense** - Removal from bus for 10 days, written report filed, and conference with parent/guardian.

- ◆ **Fourth Offense** - Removal from bus for 20 days, written report filed, and conference held with parent/guardian.
- ◆ **Subsequent 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** - A verbal warning will be given. 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. The student's seat will be temporarily moved. A 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.
- ◆ **Fourth Offense** - At this point, removal from the bus will occur and 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.

## E. FIELD TRIPS

Students with revoked riding privileges will not be permitted to attend any field trip that is scheduled during the suspension. No special accommodations will be made.

## Arrival Procedures

Students are permitted to enter the building at 8:30 a.m. All students must enter by way of the main entrance, Lower North Center Street entrance or gym doors. When arriving at the school, students are to enter the building immediately.

Students arriving between 8:30 and 8:40 will be supervised until they are able to report to their homeroom. Students are to report directly to their homeroom at 8:40. 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 3:30 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 3:30 p.m. unless there is an emergency or an appointment has been pre-arranged. Any child leavening prior to 3:30 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 from school. Parents will wait outside the school building at the Lower North Center Street entrance. For the safety of all, students will be dismissed from the cafeteria to meet their parent/guardians outside of the building.

## Unexpected Early Dismissals/Delays

Occasionally, school may close early due to weather conditions. These instances are rare but do happen. Make sure the 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, district website and automated calls will be sent. Students will not be permitted in the school until the following times:

### **1 hour delay:**

9:40 a.m.-10:00 a.m.: Students arrive at school.

10:00 a.m.: School begins

### **2 hour delay:**

10:40 a.m.-11:00 a.m.: Students arrive at school.

11:00 a.m.: School begins.

## Picking Up Children From School

### **A written note is always required**

- ◆ All dismissals are made through the office. 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 3:30 p.m.**
- ◆ Please try to arrange medical appointments for after school hours.
- ◆ If the child is being picked up at dismissal time for a reason unaware of that morning, a written note still must be presented to office personnel. If the parents arrive to the school late and their child has already boarded the bus, the parents 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 the child. If the exact time is stated on the note, school personnel will be able to have the child prepared to leave.

- ◆ Please be prompt when picking the child after school. Students will be sent to the office at 4:10 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 the child the importance of completing his/her homework. If the child is having great difficulty with a particular skill, notify the teacher immediately. Perhaps, the 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.

To pick up the child's homework, the parents must contact the office before 9:00 a.m. in order for the 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 a call is made after 9:00 a.m. the 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. All students in the district will receive free breakfast and lunch regardless of parent income.

Snacks will still be available for students to purchase.

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, or use the On-Line System by accessing the District website:

**[www.bradfordareaschools.org](http://www.bradfordareaschools.org)**

Click on Departments

Click on Food Services

Click on Online Lunch Payment  
**schoolcafe.com**

Please pay for snacks on the first day of each week. Parents may also pay by the month. **Please send the money in an envelope clearly marked with the child's first and last name and "snack money" written across it.** The cafeteria will notify if the child's account is low.

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 Response to Instruction and Intervention (RtII) process.

## Response to Instruction and Intervention (RtII)

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.

## Elementary Student Assistance Program

The Elementary Student Assistance Program is a service available for all students. Anyone may make a referral for students needing additional support. Forms will be available in the school office, guidance office or by contacting the school.

## 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 12 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: handling bullying, conflict resolution skills, and positive thinking. 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. 4613**

**Illness** - The nurse cannot diagnose an illness. Care within the health room is limited to first aid services. Should the child become ill during school hours, the nurse will evaluate the complaint and notify of any problem. It is extremely important that he/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 parents 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 the child has a history of serious allergic reactions to foods, bees stings, etc, please ask the 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 the child. Please make him/her aware of any serious injury, illness, hospitalization, or surgery. The child's performance in school may be altered by illness or medication. If the 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.

## Change of Address/Phone/Withdrawals

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

Additional, if the parents move from our area it is important that to come to the office to withdraw the child from our school. Also, make sure the 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

The school often receive requests from parents/guardians stating who can or cannot pick the child up at school. When this information is received, 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 the school receive such information. A simple verbal request without any legal documentation will not be sufficient.

## Drug and Alcohol Policy

As provided in Board Policy 227, "Controlled Substances," students are prohibited from using, possessing and distributing mood-altering substances and controlled substances (which include but are not limited to all dangerous substances prohibited by law, alcoholic beverages, anabolic steroids, drug paraphernalia, any drug, including prescription drugs, except those for which permission for use in school has been granted pursuant to Board Policy 210) and/or pseudo (look alike) mood altering substances or controlled substances during school hours, on school property, and at any school-sponsored event. Students found to be in violation of this policy are subject to discipline ranging from suspension, expulsion from extra-curricular activities, and possible referral to the Board of Directors for expulsion from the District. Possible referral is made to law enforcement.

## Weapons - Policy 218.1

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

Students are prohibited from bringing, using, or possessing weapons or look alike weapons on school property, on school-sponsored activities, and onto any public vehicle providing transportation to school or a school-sponsored activity.

**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 the 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 the children. All doors will be secured daily. The child's safety is of the utmost importance to this district, and co-operation is greatly appreciated.

The Bradford Area School District (the "School District") is committed to ensuring that students, employees, and members of the public who utilize the School District's properties feel as safe and secure as possible and that School District facilities are adequately protected from potential security threats. A key component of the School District's comprehensive security plan is the use of an efficient security camera system. The surveillance of the George G. Blaisdell School, the School Street Elementary School, the Floyd C. Fretz Middle School, and the Bradford Area High School (the "School District Facilities") is intended to document violations of School District rules and policies and to assist in protecting the safety and security of the School District community. For more information, please refer to Policy 814.6 Internal Security Cameras on the School District's website.

## **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 chaperons are needed, then parents must contact Lisa Brown at 362-3841 to obtain proper clearances.

## **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 times while in the building. Please bring photo identification as it may be needed for signing into the school. Your child's safety is of the utmost importance to this district and your cooperation is greatly appreciated.

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.



## 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 nine weeks documenting how well they are doing in school. If there are any questions concerning the child's progress, please contact the classroom teacher first.

## School Parties/Treats

Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties. 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). All students will be photographed during the fall. These pictures will be used for permanent records and may be purchased. Spring pictures must be purchased in advance. Only students who purchase a package will be photographed.

## 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 parents would like to inspect their child's records, please notify the principal in writing.

## Telephone Calls to the School

Parents and the community are encouraged 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 9:00 a.m. until the students are dismissed at 3:30 p.m. Telephone calls interrupt the educational process. The school appreciates 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** any electronic device by any Elementary School student while in district buildings, on district property, and grounds including on district buses and at school sponsored activities. Any electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times except as follows below.

Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

## 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 people are aware of any children in the district who possibly fit the above criteria, please contact the school's guidance counselor, teacher, or principal. People 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.

## Harassment Policy

The Board of Education strives to provide a safe, positive working and learning climate for its employees, students, and other persons. Therefore, it shall be the policy of the District to maintain an environment in which harassment in any form is not tolerated.

**The term "harassment" includes but is not limited to:**

1. unwelcome and offensive slurs, jokes, or other verbal/oral, graphic, or physical conduct,
2. relating to an individual's race, color, religion, ethnicity, national origin, sex, gender, sexual orientation, age or disability, or any other legally protected class, or for engaging in any other protected activities,
3. which is so severe or pervasive in nature that it:
  - a. creates, or poses a realistic threat of creating, any substantial or material disruption to the educational process or activities, or
  - b. interferes with, or poses a realistic or well-founded threat of interfering with, the rights of the student/s or the student/s' access to or participation in the benefits or programs offered by the School District.

**Bullying can rise to the level of "harassment."**

When a student believes that he/she is being harassment, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate and shall follow the established complaint procedures.



A substantiated charge against a district student shall subject such student to appropriate disciplinary action, ranging from detention to in or out of school suspension to possible referral to the Board of Directors for expulsion. Appropriate response may also include educational activities and/or counseling services related to unlawful harassment.

Students are encouraged to report to school officials any incidents of harassment. Except for claims that are knowingly false, or made in reckless disregard of the facts, the filing of a complaint or otherwise reporting harassment will not reflect upon the complaining individual's status nor will it affect future grades, position, or assignment. Knowingly false claims can, in appropriate circumstances, result in student discipline.

Bradford Area School District Policy 248 titled Unlawful Harassment may be reviewed anytime in the building principal's office during regular school hours. Please refer to Bradford Area School District's Harassment/Sexual Harassment/Title IX Sexual Harassment Policy on page 22-24.

## Technology and Computer Use

The computers in the Bradford Area School District have been purchased and installed for instructional use by staff members and students. The software installed on each computer and network has been purchased by the district and licensed for use herein. Because the computers are used in a variety of classroom situations, it is critical that each workstation operates as it was meant to in each instance.

The use of computer technology in the District is a privilege, not a right. Inappropriate, unauthorized and illegal use can result in the cancellation of those privileges and the application of appropriate disciplinary action. Where applicable, students must read, sign, and return the appropriate Technology and Computer Use Form before being granted access to the district's computers.

### Guidelines:

It is the policy of the District not to allow games to be installed or played on the computers unless specifically permitted by the teacher. In those instances, only games installed by the District staff shall be permitted. Students playing games without

the express consent of the teacher may be disciplined, lose their computer privileges for a set period of time, or may face loss of credit for the current assignment.

Intentionally altering the installed software or hardware settings of the District's computers disrupts the learning process for both staff and students. Staff and students may not misuse or alter the District's computers in any way.

Student discipline for violating these guidelines and/or for misusing District technology shall be at the discretion of the Administration, depending on the age of the student and the totality of the circumstances.

### Active Restriction Measures:

**The district is utilizing filtering software or other technologies to prevent students from accessing material and visual depictions that are: (1) obscene, (2) pornography, or (3) harmful to minors. The district will monitor the online activities of all users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or other material that is inappropriate.**

Internet filtering may be disabled by the district's designated technology administrator as necessary for the purpose of valid research or other instructional projects being conducted by a user(s).

The term "harmful to minors" is defined as meaning the quality of any description or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when:

1. It predominantly appeals to prurient, shameful, or morbid interest of minors.
2. It is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors.
3. It, taken as a whole, lacks serious literary, artistic, political, educational, or scientific value as to minors.

The full text of the District's "Acceptable Use of Technology and Computers" Policy 814.1 can be viewed in the Building Principal's Office during normal school hours.

**Harassment/Sexual Harassment/Title IX Sexual Harassment Policy** –It is the policy of the District to maintain an environment for learning and working that is free from harassment, sexual harassment and Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District's Title IX Coordinator is: Samuel Johnson, Assistant Superintendent  
150 Lorana Avenue  
Bradford, PA 16701  
[sjohnson@bradfordareaschools.org](mailto:sjohnson@bradfordareaschools.org)  
814-362-3841 Ext 2502

The District's Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and the associated Attachment 2 "Discrimination Complaint Procedures" and Attachment 3 "Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints" are set forth in full on the District's website and can be accessed at:  
[www.bradfordareaschools.org](http://www.bradfordareaschools.org)

## Definitions

*"Discrimination"* shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

*"Harassment"* is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the service, activities or opportunities offered by the District or a school.

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student's sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

*"Title IX Sexual Harassment"* - means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individ-

ual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.

a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- i. Length of relationship.
- ii. Type of relationship.
- iii. Frequency of interaction between the persons involved in the relationship.

b. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has co-habited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

d. *Stalking*, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

- i. Fear for their safety or the safety of others.
- ii. Suffer substantial emotional distress

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Violations of this **Harassment/Sexual Harassment/Title IX Sexual Harassment Policy**, as set forth more fully in Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and associated Attachments 2 and 3, including acts of retaliation as described in the policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This Policy prohibits individuals from knowingly submitting false information during the

Title IX grievance process outlined in Attachment 3 of Policy 103 and during other grievance or hearing processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline up to and including referral for expulsion.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or the Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or the Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or Title IX Coordinator, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at: *[insert website address/link here]*, and through the building principal or the Title IX Coordinator.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as defined by Title IX. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the District's Discrimination Complaint Procedures (Attachment 2 to Policy 103) or if the reported circumstances meet the definition of Title IX sexual harassment and shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints (Attachment 3 to Policy 103). Those procedures are lengthy and copies of the procedures are not reproduced in full in this Student Handbook but can be accessed on the District's website at: *insert website address/link here* and/or hard copies are available in the building principal's office and through the Title IX Coordinator.

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**NOTICE TO PARENTS**  
**Parent Right to Know Information**  
**as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)**  
**(A)] and the Every Student Succeeds Act (ESSA) [Section 112(e)(1)(A)]**

August 21, 2023

Dear Parent(s)/Legal Guardian(s):

Your child attends School Street Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At School Street Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulation related to teacher qualifications as defines in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications are waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether you child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right-to-know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable)
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or a paraprofessional, please contact Mrs. Sarah Tingley, Principal, at the School Street Elementary School at 814-368-3183 or email - [stingley@bradfordareaschools.org](mailto:stingley@bradfordareaschools.org).

Sincerely,

Mrs. Lisa Esch  
Director of Federal Programs

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## School Street Elementary School Level Title I Parent Involvement Policy

The administration, staff, and parents of this school believe that the improved academic achievement of each student is the responsibility shared by the entire school community to prepare students for career or college readiness upon graduation.

### **Parent involvement activities in the school will include opportunities for:**

- ◆ Volunteer opportunities in school activities
- ◆ Staff development and parent education
- ◆ Home support for their child's education
- ◆ Participation in school decision making
- ◆ Effective communication between school and parents

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### **Responsibilities The school will:**

- ◆ Provide a high quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
- ◆ Employ highly qualified teachers who will be provided professional development and will continually update resources and maintain an environment that facilitates learning.
- ◆ Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, plans and policies.
- ◆ Facilitate and implement the Parent Involvement Policy.
- ◆ Involve parents in the planning, review, and improvement of the policy at least annually by inviting them to take part in developing the School Improvement Plan (SIP).
- ◆ Provide the policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- ◆ Make the School Involvement Policy available to the community at the Fall Open House, online through the school/district websites, as well as the school office.

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### **With regard to parent meetings, the school will:**

Host an annual meeting at the Open House to inform parents of the school's participation in Title I, the requirements of Title I and the rights of parents to be involved.

Inform parents of the meeting and encourage and invite parents to attend through notices sent home with students, monthly newsletter, and via the district and school web page. Parents unable to attend will be offered an alternative time to meet with the principal and/or teacher.

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### **With regard to Title I programs and plans, the school will:**

Inform parents at the Open House about the goals and purposes of any Title I programs at the school, the curriculum used in the programs, the academic assessments used to monitor progress, and the proficiency levels the students are expected to meet.

If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.

If requested by parents, provide opportunities for regular meetings of parents and school personnel where parents may offer suggestions and ask questions regarding Title I policies and programs.

Administrators will provide timely responses to parents' suggestions and questions.

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**With regard to professional development, the school will:**

**Provide training to school staff to strengthen parent involvement efforts relating to:**

- ◆ Value and utility of contributions of parents.
  - ◆ How to reach out to, communicate with, and work with parents as equal partners.
  - ◆ Implementing and coordinating parent programs.
  - ◆ Building ties between parents and the school.
  - ◆ Parental participation in homework and teacher communication.
- 

**With regard to the coordination with other programs, the school will:**

Collaborate with community agencies and businesses to provide activities that encourage and support parental participation in the education of their child.

Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology appropriately, to foster parental involvement.

**Some examples include:**

- ◆ Family Reading, Math, Science Nights
- ◆ Classroom Visitations
- ◆ Bingo for Books
- ◆ Family Book Clubs
- ◆ Parent/Teacher Conferences

Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

Provide monthly newsletter informing parents of activities, workshops, awards, and important telephone numbers.

Update the school website weekly with information regarding school programs.

Use different types of surveys to assess the needs of parents, teachers, and students.

Provide access to educational resources for parents to use together with their students.

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**The staff will:**

Assist the administration in facilitating and implementing the School Level Parent Involvement Policy and parent involvement activities.

Advise parents of their child's progress on a regular basis through:

- ◆ Nine week progress report
- ◆ Weekly/Daily work folders
- ◆ Parent phone calls and e-mails
- ◆ Benchmark test updates three times per year

Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their child's progress and to participate as appropriate in the decisions relating to their child's education.

Hold at least one parent/teacher conference during the year at which the Student/Parent/Teacher Compact will be discussed as it relates to the student's achievement.

Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.

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BRADFORD AREA  
SCHOOL DISTRICT

SECTION: COMMUNITY  
TITLE: PARENT AND COMMUNITY ENGAGEMENT  
ADOPTED: August 8, 2011  
REVISED:

908. PARENT AND COMMUNITY ENGAGEMENT	
1. Purpose Pol. 918	<p>The district is committed to the belief that all students can learn and acknowledges that schools and parents/guardians share a commitment to the educational success of students. In this shared commitment, the Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. Therefore, to ensure that the best interests of each student are served in the educational process, a strong program involving open lines of communication and parents/guardians and school staff working together as knowledgeable, cooperative partners must be established.</p>
2. Authority Pol. 918	<p>The Board supports the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.</p>
3. Definition	<p><b>Parents/Guardians and community engagement program</b> is defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.</p>
4. Guidelines	<p><b>Communication</b></p> <p>Because parents/guardians are familiar with the needs, problems and abilities of their children, parents/guardians are requested to keep the school staff apprised of changes that may affect a student's conduct or performance. Throughout the school year, school staff shall communicate with parents/guardians either by telephone, in writing or in person if the student is suffering academically or behaviorally to make the parents/guardians aware of their child's needs and how a cooperative effort between the parent/guardian and school staff can enable their child to succeed.</p> <p><b>Cooperation</b></p> <p>The Board directs that the following activities be implemented to encourage parent-school cooperation:</p> <ol style="list-style-type: none"><li>1. Parent-teacher conferences to permit two-way communication between home and school.</li><li>2. Open houses in district schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs.</li><li>3. Meetings of parents/guardians and staff members to explain and discuss matters of general interest.</li><li>4. Meetings of staff members and groups of parents/guardians of students having special abilities, disabilities, needs, or problems.</li><li>5. Special events of a cultural, ethnic or tropical nature that are initiated by parent groups; involve the cooperative effort of students, staff and parents/guardians; and are of general interest to the schools or community.</li></ol>



**908. PARENT AND COMMUNITY ENGAGEMENT - Pg. 2**

**Parent/Guardian And Family Involvement Program**

The parental and family involvement program may include the following:

1. Support for parents/guardians as school stakeholders with ownership in decisions made, as said they will be invited to serve in advisory roles when appropriate.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

**Parent/Guardian Responsibilities**

The Board recognizes that parents/guardians have a responsibility and strongly encourages parents/guardians to support and encourage their child's career in school through the following actions:

1. Require that students comply with district policies and school rules and regulations and accept responsibility for their behavior.
2. Send students to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.
6. Participate in school activities and special functions.

The Board supports professional development opportunities for staff members to enhance understanding of effective parental/family involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental/family participation.

**References: Board Policy - 221, 918**

**Pol. 221**

**BRADFORD AREA  
SCHOOL DISTRICT**

SECTION: COMMUNITY  
TITLE: TITLE I PARENT AND FAMILY ENGAGE-  
MENT  
ADOPTED: MAY 14, 2018

918. TITLE I PARENT AND FAMILY ENGAGEMENT	
1. Purpose 20 U.S.C. 6318 Pol. 102	The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.
2. Definition	Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.
3. Authority 20 U.S.C. 6318  20 U.S.C. 6312   20 U.S.C. 6312 24 P.S. 510.2	<p>The Board directs the District and each of its schools with a Title I program to:</p> <ol style="list-style-type: none"><li>1. Conduct outreach to all parents and family members.</li><li>2. Include parents and family members in development of the District's overall Title I Plan and process for school review and improvement.</li><li>3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:<ol style="list-style-type: none"><li>a. Distributed in writing to all parents and family members.</li><li>b. Incorporated into the District's Title I Plan.[3]</li><li>c. Posted to the District's publicly accessible website.[4]</li><li>d. Evaluated annually with parent and family involvement.</li></ol></li><li>4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.</li></ol>
4. Accessibility 20 U.S.C. 6318 Pol. 138	The District and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.
5. Delegation of Responsibility 20 U.S.C. 6318 20 U.S.C. 6312	<p>The Superintendent or designee shall ensure that the District's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of Federal Law.</p> <p>The Superintendent or designee shall ensure that the District and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:</p> <ol style="list-style-type: none"><li>1. Providing communications in clear and simple language.</li><li>2. Posting information for parents and family members on the District's website.</li></ol>

<p><b>Pol. 138</b></p>	<ol style="list-style-type: none"> <li>3. Including a telephone number for parents and family members to call with questions.</li> <li>4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.</li> <li>5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.</li> </ol>
<p><b>20 U.S.C. 6318</b></p>	<p>The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:</p> <ol style="list-style-type: none"> <li>1. An explanation of the reasons supporting their child's selection for the program.</li> <li>2. A set of goals and expectations to be addressed.</li> <li>3. A description of the services to be provided.</li> <li>4. A copy of this policy and the School-Parent and Family Compact.</li> </ol>
<p><b>20 U.S.C. 6318</b> <b>Pol. 916</b></p>	<p>Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:</p> <ol style="list-style-type: none"> <li>1. Volunteer in their child's classroom.</li> <li>2. Support their child's learning.</li> <li>3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.</li> </ol>
<p><b>6. Guidelines</b></p>	<p>Each District school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p>
<p><b>20 U.S.C. 6318</b></p>	<p>The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.</p>
<p><b>20 U.S.C. 6318</b> <b>20 U.S.C. 6312</b></p>	<p>The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.</p>
<p><b>20 U.S.C. 6318</b></p>	<p>At these meetings, parents and family members shall be provided:</p> <ol style="list-style-type: none"> <li>1. Timely information about programs provided under Title I.</li> <li>2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.</li> <li>3. Opportunities to formulate suggestions and to participate, as</li> </ol>

	<p>appropriate, in decisions relating to the education of their children.</p> <p>To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the District shall:</p> <ol style="list-style-type: none"> <li>1. Establish meaningful, ongoing two-way communication between the District, staff and parents and family members.</li> <li>2. Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the District website, email, telephone, parent and teacher conferences, and home visits if needed.</li> <li>3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.</li> <li>4. Analyze and share the results of the Title I Parent/Family Survey.</li> <li>5. Post school performance data on the District's website.</li> <li>6. Distribute and discuss the School-Parent and Family Compact.</li> <li>7. Host various parent and family nights at each school building with a Title I program.</li> <li>8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.</li> <li>9. Actively recruit parents and family members to participate in school review and improvement planning.</li> <li>10. Assign District representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.</li> <li>11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.</li> </ol>
<p><b>20 U.S.C. 6318</b> <b>20 U.S.C. 6312</b></p>	<p>If the Title I Plan is not satisfactory to parents and family members, the District shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.</p>
<p><b>7. Building Capacity for Parent and Family Engagement</b> <b>20 U.S.C. 6318</b></p>	<p>The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:</p> <ol style="list-style-type: none"> <li>1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic</li> </ol>





<p><b>Pol. 916</b></p> <p><b>Pol. 916</b></p> <p><b>11. Title I Funds 20 U.S.C. 6318</b></p> <p><b>20 U.S.C. 6318</b></p> <p><b>Pol. 333</b></p> <p><b>12. Documentation of Parent and Family Engagement Practices</b></p>	<ol style="list-style-type: none"> <li>1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.</li> <li>2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.</li> <li>3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.</li> </ol> <p>Unless exempt by law, the District shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.</p> <p>Not less than ninety percent (90%) of the reserved funds shall be distributed to District schools with a Title I program, with priority given to high need schools. The District shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:</p> <p>Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.</p> <p>Supporting programs that reach parents and family members at home, in the community, and at school.</p> <p>Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.</p> <p>Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.</p> <p>Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.</p> <p>Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.</p>
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## Locker Waiver

### Student:

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 Photo Release/Social Media Posts

Occasionally, school staff 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 reflect the educational program in our building. Some photos may be posted on social media.

Please notify the school in writing if parents **do not** want their child's picture taken or posted on social media.

## Local Field Trips

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 the child is safe. Please notify the school in writing if the parent **does not** want the child to go on the local field trips.

## School Insurance

**School Insurance is available for all students.** If interested in receiving information concerning the insurance plan, please notify the school and will be sent home with the child.

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## Technology and Computer Use Agreement

### 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.



**Remove this page from the handbook and return to school by September 1, 2023.**

**Bradford Area School District**  
**School Street Elementary Student and Parent Handbook**

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

Please sign below that you have read the handbook and understand it's a contract between the school, parent, and students. Additionally, please initial next to each topic to confirm that you have reviewed the respective sections.

\_\_\_\_ Parent/Guardian      \_\_\_\_ Student..... Technology and Computer Use

\_\_\_\_ Parent/Guardian      \_\_\_\_ Student..... Locker Waiver

\_\_\_\_ Parent/Guardian      ..... School Insurance

\_\_\_\_ Parent/Guardian      ..... Student Photo Release/Social Media

\_\_\_\_ Parent/Guardian      ..... Short Field Trip

\_\_\_\_ Parent/Guardian      ..... School Level Title I Parental Involvement Policy

Student Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



“Equal Opportunity”

The Bradford Area School District does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

For additional information, contact Samuel Johnson, Assistant Superintendent at 150 Lorana Avenue, Bradford, PA 16701 (814) 362-3841 or at [sjohnson@bradfordareaschools.org](mailto:sjohnson@bradfordareaschools.org) or Jennifer Morgan, Director of Special Education for Section 504 of the Rehabilitation Act of 1973 at 150 Lorana Avenue, Bradford PA, 16701 (814)-362-3841 or at [jmorgan@bradfordareaschools.org](mailto:jmorgan@bradfordareaschools.org)



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