



*Parent*  
*Handbook*  
**2009-2010**

**District – Topton  
Longswamp  
Elementary Schools**

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## Introduction

On behalf of the entire staff and faculty employed in the elementary schools of Brandywine Heights Area School District, welcome! Over the years it will be our pleasure to work with you, as we strive to produce the most responsible and productive educational system possible. Schools are most effective when parents and the school staff are partners. One of our primary goals is to keep you informed about the progress of your children. This booklet is just one source of information. This handbook was designed to provide answers to questions you may have about the elementary school programs and to direct you to the best sources of additional information. For your convenience, this publication has been organized alphabetically. It is recommended that you read the entire handbook carefully and discuss the content with your child. If you have any questions or suggestions for future editions of this publication, please contact your child's teacher. We hope your child has a successful school year.

### Elementary Administrative Personnel

Dr. Handler, Ed.D.....	Superintendent 682-5100
Lawrence V. Rossi .....	Principal
Julie Umberger, Principal's Secretary .....	District - Topton 682-5171
Deborah Sabastro, Principal's Secretary.....	Longswamp 682-5151
Steve Fischer.....	Business Manager 682-5141
Barry Zeigler .....	Transportation 682-5143
Ross McGovern.....	Director of Instructional Technology Director of Food Service 682-5114
Mary Darrach.....	Director of Special Education 682-5181
Andrew Potteiger.....	Director of Curriculum and Instruction 682-5113

### School Hours

- 8:45 – Students may report to their class
- 8:55 – Classes begin
- 3:30 – Classes dismissed

### Early Dismissal Schedule

The Brandywine Heights Area School District calendar for the 2009-2010 school year includes five early dismissal days for students. Elementary school students will be dismissed at 1:05 on those days.

### Late Start/Two Hour Delay Schedule

In case of a two-hour delay (elementary schools 2 ½ hour because of bus runs) due to inclement weather, elementary students in grades K-4 will report at 11:15 a.m.

## **Attendance - Absences**

According to the Pennsylvania School District Code, all children between the ages of eight and sixteen are required to attend school. Regular attendance at school is of vital importance to your child's academic success. It is the student's and parent's responsibility to know and account for their absence record. The following guidelines will be implemented throughout the district:

1. In an effort to improve safety, attendance, and the education of all students, parents must call the office on the day/s their child is home from school for illness. If you call before the office opens at **8:00 AM**, please leave a message on the answering machine stating your name, child's name, homeroom teacher and reason for absence. We encourage you to call before **9:00 AM**. Homework requests for students who will be out two or more days may be made at this time. If your child is marked absent on the attendance sheet sent to the office by the class room teacher, and we have not received your call, we will call you to confirm your child is at home. Signed excuse blanks will need to be sent to school when your child returns following an illness.
  
2. Students who are absent from school must return an absence form signed by the parent/ guardian. **Excuses not returned within three days will result in the absence(s) being classified as illegal.\***

### **Illegal Absences**

1. After each illegal absence (maximum three) has been recorded, a notice will be sent to parents/guardians citing legal penalties established by law for violation of compulsory attendance.
  
2. Subsequent unlawful absences will result in an official notice of unlawful absence and advisement to parent/guardians that a citation will immediately be sent to the magisterial district judge.

### **Legal Absences**

1. When ten days of absences have been reached, a notice will be sent to parents informing them of absences and our concern.
  
2. Once 15 days of absences have been reached, the school will send a warning notice indicating that the student has reached the 15 day level. A doctor's note will be required for future absences. In addition, a parent meeting may be scheduled.
  
3. If the absentee problem persists, legal action will ensue. A fine of up to \$300 a day may be levied by a district justice.
  
4. A truant officer will be contacted to assist in the enforcement of the school attendance laws.
  - Legal Excuse: Illness, death of a close relative, medical or dental appointments, approved educational travel, religious holidays.
  - Illegal Excuse: Visiting, oversleeping, missing the bus.
  - Tardiness: Unexcused tardiness will be accumulated toward an illegal absence.

\*If an absence is extended over three days, a telephone call to the school nurse would be appreciated. Any absence that can be anticipated beforehand should be brought to the attention of the principal or the child's teacher well in advance of the absence.

## **Bus Transportation**

Bus transportation is provided for students in grades K-4. Inappropriate behavior on the bus or at the bus stop will result in disciplinary action. The Brandywine Heights Area School District's Transportation Guidelines are included in this booklet. Your questions or concerns should be referred to Barry Zeigler, transportation director.

## **Calendar of Events for the School Year**

A District Calendar will be sent home at the beginning of the school year. This calendar will list the events of all the schools in the Brandywine Heights Area School District. Individual schools may also send home a monthly calendar of events with their newsletters.

### **Care of Textbooks**

Students are responsible for all textbooks issued to them during the school year. Book covers should be placed on any textbooks that travel home. All lost or damaged books should be paid for before final report cards are issued in June. Please contact the school whenever a textbook is lost so that a replacement can be given to the student. The office can also provide prices for replacements. If a lost book is found, monies paid will be refunded.

### **Classroom Assignments**

When children are assigned to a classroom setting, there are many variables that are taken into consideration. In order to best address the needs of each student, several key school personnel become actively involved in the process. We look to the current classroom teacher to offer recommendations regarding academic performance and social dynamics in generating a class list. We also consult with the guidance counselor, learning support and TAG teachers in matching student needs with the classroom assignments. As a parent, you may feel the need to inform the school of a situation that is imperative for us to consider when developing the class lists. **PLEASE REALIZE THAT WE DON'T GUARANTEE THAT YOUR DESIRE CAN BE IMPLEMENTED, DUE TO THE NUMBER OF VARIABLES THAT ARE INVOLVED WITHIN THIS TASK.** The proper procedure to follow regarding parental input for classroom assignments is indicated below in bold-faced type:

- 1. Notice in writing must be received by the building guidance counselor by April 1 of the current school year.**
- 2. The request shall focus on the child's strengths/weaknesses and learning style, in order to determine the learning environment that best meets the needs of the child.**
- 3. Please refrain from requesting a particular teacher. Giving a teacher's name does not assist us in placement, as we cannot determine your focus in attempting to align your child's profile should the teacher's class list not accommodate your request. In any given year, there may also be personnel changes within the building which make specific requests impossible, because teachers have changed grade level assignments. Therefore, we ask that you do not request a teacher, but rather describe the unique situation that you feel your child is in need of in order to meet with success.**

Thank you for honoring the procedure outlined above. Classroom assignments for the new school year will be mailed to parents by mid-August.

### **Classroom Invitations**

Throughout the course of the year students may want to celebrate their birthday with the distribution of invitations to students at school. Students may distribute invitations to their class only as long as every child receives and invitation.

### **Discipline**

Discipline begins in the home at an early age. A well-disciplined child will direct his interests, efforts and abilities toward greater achievement. Those who are well-disciplined often take advantage of opportunities offered in school and usually help create an environment conducive to learning.

Bullying shall mean a repeated and intentional occurrence of unwelcomed and hurtful words, acts, or other behaviors, such as name-calling, threatening and shunning committed by one or more individuals against another. Bullying can take many forms and occur in virtually any setting. Examples of bullying include, but are exclusive to:

Physically, emotionally or mentally harming a student;

Damaging, extorting or taking a student's personal property;

- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. Students shall be encouraged to report bullying or cyber bullying complaints to school district employees.

Electronic devices (cell phones, Nintendo, ipods etc.) playing/trading cards, pogs or toy that are not approved by the principal for educational purposes are not permitted in school.

Parents should expect to be informed of any discipline problem that is serious or persistent.

Communication between all persons dealing with the discipline problem is vital, if the problem is to be dealt with effectively. This booklet includes the REVISED Code of Discipline for Elementary Students.

### **Dress Code (Revised, July 1, 2008)**

Parents and students are expected to make decisions regarding a student's dress and grooming that meet fair standards of safety and health, and do not cause substantial disruption to the educational process. Students are encouraged to take pride in their appearance and should select clothing which is safe and appropriate. They share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

#### **SECTION I - GENERAL**

The following specific dress and grooming guidelines will apply:

1. Students are responsible for keeping their hair, their clothing and themselves clean.
2. Clothing displaying profanity, gestures, words, inappropriate pictures, drug use, alcohol, tobacco products or sexual innuendos is not appropriate.
3. Clothing which is excessively tight, torn, tattered or revealing is not acceptable.
4. No clothing may be worn that purposely exposes undergarments. For example: biker shorts, low-cut tops, tops with spaghetti straps, crop-tops or half shirts, exposing bare midriffs
5. Pajamas/night clothes are not permitted.

#### **SECTION II - TOPS**

1. Tops may not be "low cut" or exposing. Off the shoulder shirts/tops, midriffs, and backs are not permitted to be exposed.
2. The following are unacceptable school attire:
  - a. Spaghetti strap/halter/mesh tops
  - b. See-through blouses or shirts
  - c. Tube tops/crop tops
  - d. Any straps less than two inches wide.
3. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

#### **SECTION III - PANTS/SHORTS/SKIRTS/SKORTS**

1. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
2. Tear-away pants (snap pants) and boxer shorts worn as outerwear is not permitted.
3. Cut-offs of any type are not permitted.
4. Excessively baggy clothing that poses a safety hazard is not permitted.
5. Skirts/Shorts must be of an appropriate length (mid thigh or lower)

#### **SECTION IV - OFFENSIVE DRESS**

1. Clothing, patches, buttons, pins, jewelry, back packs, are not permitted if they:
  - a. Have sexually suggestive writing/pictures.
  - b. Advocate violence.
  - c. Advertise or promote the use of tobacco, alcohol or drugs.
  - d. Have innuendos or obscene language.
  - e. Are disrespectful.

## SECTION V - FOOTWEAR

1. Some sort of shoe must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted (i.e. flip-flops; open back sandals and slippers.)
3. Shoes with laces must be tied.
4. Shoes with rollers are permitted, but rollers **must** be removed.

## SECTION VI - JEWELRY

Spiked jewelry, wallet chains, choker chains, or any jewelry that could cause injury or constitute a hazard is not permitted.

## SECTION VII - HEADWEAR

Hats, caps, bandannas, sunglasses, visors, sweatbands, and other head coverings are not permitted in school; however, hats and caps can be worn to and from school.

## SECTION VIII - HEALTH AND HYGIENE

1. Any apparel that is judged to be unhealthy or unsanitary is unacceptable.
2. Each student is expected to maintain good personal hygiene.

These rules and procedures have been developed according to the Board policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made, based on the intent and spirit of the Board policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

### Early Pick-Up

If a student is to be picked up for an early appointment, a note signed by his/her parent/guardian must be given to the teacher the morning of the dismissal; prior to 9:30 am. When picking up the child, **PLEASE REPORT TO THE OFFICE** to notify the secretary, who will implement Early Pick-up procedures. Early pick-ups will not be permitted after 3:10 pm (excluding emergencies) to alleviate bussing confusion. After 3:10 pm please pick up your child at the normal car pick up time and location.

### Educational Travel

Students may be excused from school attendance to participate in an educational trip. Requests from parents/guardians for educational travel must be submitted to, and approved by, the principal and superintendent **10 days prior to the trip**. Forms are available in the school office. The educational trip request is designed to provide a vehicle for situations where no other opportunities are available. It provides relief when families have assigned vacation time or exceptional opportunities arise. Trips should be limited to once a year and to a maximum of ten school days in any one school year. Assignments missed must be made up within the same amount of school days granted for the educational trip to receive credit (i.e. if 3 days are granted, work must be completed 3 days upon returning to school.)

### Emergency Card

An updated emergency card must be on file for every child, to ensure that contact can be made with a responsible adult in the event of illness or injury. **Please notify the school immediately of any change in address, home, cell or work telephone numbers, and medical information, so that our information will always be accurate.** It is imperative that parents identify several emergency contacts.

### Emergency Closing

If school is cancelled in the early morning hours due to inclement weather, announcements will be made on the following radio and TV stations:

WAEB FM 104.1  
WAEB AM 790  
WIOV FM 105.1  
WAGO AM 1240  
WCTO FM 96

WBYN FM 107.5  
WRFY FM 102.5  
WEEU AM 830  
WRAW AM 1340  
WLEV FM 100.7

WXKW AM 1470  
WEST AM 1400  
WKAP/WZZO FM 95.1

TV Stations: Channels 3, 6, 10 and 69

If the weather deteriorates, after students have arrived at school, it may be necessary for the district to have an early dismissal. Parents should discuss emergency arrangements with their child, in case no one is able to be at home when the student arrives, as the result of an early dismissal. Early dismissals will also be announced on the stations listed above.

### **Exclusion from Physical Education**

Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent/guardian stating the reason for the exclusion. This note must be taken to both the classroom teacher and the physical education instructor. If the student is to be excluded for more than one physical education period, a doctor's statement, with the reason and the length of time of the exclusion must be provided. Under most circumstances, the student will be required to attend the class even though he/she will not be expected to participate.

### **Fire Drills**

In compliance with state regulations, a fire drill will be held at the school at least once a month during the school year. Specific instructions for the fire drill exits are posted in each room.

### **Health Services and Medication**

The Pennsylvania School Code requires that school districts provide the following health services for school age children:

- Medical examinations upon entry to school, and in sixth and eleventh grades.
- Dental examinations upon entry to school, and in third and seventh grades (Completed forms for private medical and dental examinations are due to your child's school nurse by September 15th of the designated grades, or examinations may be completed by the school dentist or doctor.) Any private physical or dental exam completed within one year prior to the required grade level will be accepted.
- Vision screenings annually
- Hearing screenings annually for grades kindergarten through third.
- Height, Weight, and BMI (Body Mass Index) measurement annually and then reported to parents.
- Maintenance of medical and dental records

Healthy children make better learners! The certified school nurse works with the family, the school community, and community resources to help achieve optimum health for the students. Our staff is willing to cooperate with families and doctors when a child needs to take medication during school hours. Please note the following guidelines to help protect your child, as well as the entire student population:

- A Medication Administration form must be **completed** and **signed by both prescribing physician and parent** of the child. This form must be completed for both prescription and over-the-counter medications to be given during school hours. (These forms are available in the school office or on the district website at <http://www.bhasd.org/> ).
- Medication must be in the original labeled container from the pharmacy, with the student's name, medication, dose, time interval, prescribing doctor's name, medication, date of prescription, and name/phone number of the pharmacy.
- Medications should be delivered to the school nurse or building office with the completed "Request to Administer Medication" form. For the safety of all students, we recommend that medication be delivered by the parents. (If they prefer, parents may come to school to administer medication to their own children.)

### **Homework**

It is a fact that the parent's role in the educational process at home is vital to a child's success in school. Over the past 20 years, research has consistently indicated that positive parent involvement increases student academic achievement. If parents have a positive attitude toward homework, support the concept and work with their children, there is an excellent chance that the child will also have a positive attitude toward homework and school. Homework assignment books are supplied to students in grades three and four. If a homework assignment

book is lost, the student must purchase a replacement within ten days. Suggestions for parents:

1. Provide a quiet, well-lighted study area with a desk or table and chair.
2. Keep a supply of “study tools” available: pencils, pen, crayons, paper, ruler, dictionary.
3. Establish a regular time for homework.
4. Limit television viewing and avoid TV or radio listening during study time.
5. Talk to your child about his assignments and help him budget his time.
6. Encourage step-by-step work on long term project to avoid last minute work.
7. Share your own interest in reading, writing, and learning. Set a positive example.

Please sign and return all important papers on the day requested. “Sign and Return” papers are due the next school day. If the time spent on homework assignments becomes excessive, contact the classroom teacher.

### **School Insurance**

School insurance may be purchased by each student. Necessary information and insurance forms will be sent home at the beginning of the school year.

### **Library**

A library is an integral part of the educational program of each elementary student. Each library is staffed part-time with a professional, who provides instruction in library skills and serves as a resource person in the educational program. In each library, circulation procedures follow standard library practices. Books are normally checked out for one week. Students may renew books for an additional week. If they have a book that is overdue, they may not take others from the library. Should some damage occur to the book while it is in the student’s possession, he/she must report this to the librarian so that repairs can be made. Books that are lost must be paid for by the student or his/her parents.

### **Lost and Found**

Each school has a lost and found area. Throughout the year a large amount of hats, coats and gloves are often accumulated. If your child has lost an article of clothing, please ask him/her to check the lost and found box in the school office or to speak with his/her teacher.

### **Lunch**

School lunch menus are sent home monthly with each elementary student. The cost of lunch and milk will be determined at the beginning of each school year. Chocolate milk and low fat milk are also offered in place of regular milk. The Brandywine Heights Area School District will provide free or reduced price lunches under the Federal Type A School Lunch Program to eligible children. Applications for free or reduced school lunches can be obtained in the school office. **Students who qualify for this program are encouraged to take advantage of it. Confidentiality is maintained for all participants.**

### **Parent-Teacher Conferences**

Parent-Teacher conferences play an important role in the lines of communication between the home and school. At the end of the first marking period, parent teacher conferences are scheduled with the parents/guardians of each child. Parents/guardians may request a conference at any time.

### **Parent-Teacher Organizations**

Parents are encouraged to become active members of the parent-teacher organization at their child’s school. Active membership includes: meeting the school staff and learning about school goals, programs, services and needs; working with others to ensure quality education for all pupils; and volunteering services wherever needed. Through the efforts of the PTO/PTCs, the students are able to have school assemblies and class trips. Over the years, additional school equipment such as computers, audio visual equipment and library materials have been purchased for students by these organizations.

### **Parental Concerns and Questions**

Problems are usually best handled if they are dealt with promptly and openly. If you have any questions regarding classroom procedures, programs, or your child's progress, PLEASE CONTACT THE CLASSROOM TEACHER FIRST. The building principal is always ready to assist in the resolution of problems, when requested.

### **Psychological Evaluations**

A trained psychologist is available to evaluate those who have problems learning in school. A student may be referred for a Psychological Evaluation through the Student Assistance Team.

### **Recess**

All recess periods are supervised by teachers or teacher aides. All students are required to go outdoors for recess when the weather is suitable. It is expected that students dress appropriately for recess. The principal will have final discretion for appropriate dress regarding weather. If a pupil has a cold or should not be outdoors for a physical reason, a note stating the reason must be sent to the teacher. A doctor's written statement may be required if there are limitations on a student's ability to participate in recess.

### **Release of Students to Adults**

School staff will not release students during the school day, except to parents or guardians with absolute identification. **Parents/guardians must always report to the office.**

### **Religious Holidays**

School law provides that pupils may be legally absent for certain religious observances. Parents should notify the school, prior to an absence of this type, and should receive permission for the child to be excused.

### **Registration**

Children registering for Kindergarten must be five years old on or before August 31 of that school year. Children registering for first grade must be six on or before August 31 of that school year. Registration is held each spring for children who have not attended school previously. The dates will be announced via school notices. Upon registration, a document giving proof of age, proof of residency and SSN must be presented along with a complete immunization record. The immunizations are:

Diphtheria and Tetanus - four properly spaced doses (one on or after fourth birthday)

Polio - three properly spaced doses

Measles - two doses with first given at 12 months or older and second dose at least one month from the first.

Mumps and Rubella - one dose given at 12 months or older

Hepatitis B - three properly spaced doses

Varicella - Proof of having had the chickenpox disease or the vaccine.

Parents requesting a specific building should submit a letter to the building principal of the residing elementary school by April 1st. New enrollments may be assigned to another elementary building depending on availability and numbers. Final decision will be made by the building principal.

### **Report Cards**

Report cards are issued four times each school year in grades kindergarten through fourth. Check the school calendar for the exact dates when report cards are to be sent home. Some marking periods

might need to be extended due to inclement weather or means beyond our control. Please refer to notification by the school for the adjusted report card dates.

### **School Board Meetings/Committee of the Whole**

The Brandywine Heights School Board meetings are listed on the district calendar and are open to the public. They are normally held in the Middle School Auditorium on the first Monday of the month at 7:00 P.M. Committee of the Whole meetings (work sessions) are held at 6:00 P.M. the last Monday of the month. A complete calendar of meetings is posted on the district web site at (<http://www.bhasd.org/>).

### **Special Education Services**

For some students, regular instruction may be supplemented because of disabilities that inhibit academic progress or because of academic giftedness. These programs are operated in accordance with state and federal guidelines. The Student Assistance Team coordinates the initial assessment for these students at risk. For further information concerning these services, please contact the principal, elementary guidance counselor, or special education office.

### **Title I Services**

The Brandywine Heights Area School District participates in the No Child Left Behind Federal Programs Title I initiative. District-Topton Elementary School, Longswamp Elementary School and the Middle School are the identified schools that receive Title I services.

All students receiving additional support must qualify through teacher recommendation and district screening assessments. After students are identified, our Reading Specialists use individual or small group sessions both in class and as a pull-out program for instruction. The school sets a goal for academic progress obtained by the students that will be measured through yearly assessments.

As required by law, all our professionals working in the Title I Program are Highly Qualified teachers. They hold a degree, have Pennsylvania Certification, and have shown competency in their subject area.

As required by law, parents will participate in their child's Title I instruction. Planning, working at home, evaluation and meetings will take place for parent input.

Overall, the district is pleased with the success rate of our students and in the services that are being provided in the educational program. Please direct any questions about the Title I Program to the Office of Curriculum & Instruction at 610-682-5113.

### **Student Pictures**

Student pictures will be taken twice a year by a professional photographer. Individual pictures are taken at the beginning of the year and group pictures are taken during the month of March. **STUDENTS ARE REQUIRED TO HAVE THEIR MONEY AT THE TIME THE PICTURES ARE TAKEN.** Please check the school calendar for the scheduled date. Additionally, a media coverage permission form is to be filled out to grant or deny your child's picture to appear in media coverage.

### **Testing Program**

In addition to tests used in the daily program, standardized tests are administered to students. The results of these tests are used to assess the progress of students as well as to assist in program development. Third and fourth grade students participate in the reading and math components of the

Pennsylvania System of School Assessment in the spring. Fourth grade will also participate in the science PSSA testing.

### **Transfer Policy**

In order to aid a child's transfer from one school or school district to another, the parent should notify the school of the intended withdrawal date several days in advance and come to the school office to complete the appropriate forms. A transfer form is completed by the school officials and given to the parents of the transferring student to be presented to the principal's office at the new school. Upon request of the new school, the Brandywine Heights Area School District will transfer those records so indicated by the parents on the release form.

### **Use of School Facilities**

Requests for community use of school facilities may be made by contacting the school office and completing the appropriate forms. Use of all district buildings is coordinated through the Athletic Director's Office.

### **Visiting the School**

1. In an effort to keep the school secure and safe for students, teachers and staff, all parents and visitors must gain entrance into the school by following the guidelines posted on the front door. They **MUST** then report first to the office. Appropriate visitor/volunteer badges can then be distributed by office personnel. Parents and visitors are **NOT** to go directly to the classroom upon entering the school.
2. In the beginning of the school term, the faculty of each school hosts a Meet the Teacher Night. During the visitation, teachers describe the instructional programs, explain classroom procedures and expectations. A brief question and answer period will follow the formal presentation. In November, all schools in the Brandywine Heights Area School District observe American Education Week by designating specific dates and times for parents to visit the classrooms during the course of a school day. Parents must register in the office whenever they visit the school.

### **Volunteers**

All schools encourage and welcome parent involvement. Opportunities available to volunteers include: working in classrooms, helping in the library, and tutoring students. Please contact the school principal or the school secretary for additional information. To ensure safety of our students, the school district requires and reimburses both criminal and child abuse background checks. A mandatory TB test is required and can be obtained from the school nurse at no charge.

### **Transportation Guidelines**

Pupil transportation is an important part of the total school program. Maintaining order on school buses requires the cooperation of pupils, parents, teachers, principals and bus drivers. Transportation of students is provided by the Brandywine Heights Area School District, in accordance with State Regulations and District Policies. Each pupil will be assigned to one bus route at the beginning of the school year. The bus driver will not permit pupils to ride buses to which they are not assigned. In certain cases, pupils may request to ride home on another bus, other than their assigned bus, provided they have written permission from their parent/guardian and approval from the appropriate school office. Please provide *a written notice to the school office at the start of the day to which they request the change.*

### **Rules & Regulations**

#### **At the Bus Stop and Boarding the Bus**

Pupils are to board the bus only at designated bus stops. While supervision of pupils at the bus stop

is primarily the responsibility of parents/guardians, any misconduct is subject to school disciplinary action. Pupils must be at the bus stop locations ten (10) minutes prior to their scheduled pick-up time and must avoid playing or fighting while waiting for the bus. Pupils should wait a minimum of one-half hour (30 minutes) for late arriving buses, during inclement weather and in case of breakdowns. Pupils should wait for their bus at a reasonable and safe distance from the edge of the highway at their bus stop. They should not move forward until the bus has stopped completely and the door has been opened. Pupils who cross a road to board their bus must wait for the driver to direct them AND CHECK TRAFFIC IN BOTH DIRECTIONS THEMSELVES before walking onto the road. It cannot be assumed that it is safe to cross even though the red lights are flashing. Pupils must walk IN FRONT of the bus at a distance where they are completely visible (approximately 10 feet) to the driver when they cross the highway.

Pupils may not operate the bus door or the emergency door, except in the case of an emergency. Pupils must not damage or deface any part of the bus. They will be held financially liable and subject to school discipline procedures for any damage to the area to which they have been assigned. Pupils must keep the aisle and emergency door free of musical instruments, lunch boxes, books or other possessions.

The bus driver may assign each elementary pupil a regular seat on the bus, so that pupils may enter or leave the bus with a minimum disturbance to others. Because of our concern for physical safety of pupils, it is necessary that discipline be imposed for bus misbehavior. When the pupils are reported for misbehavior, a bus report will be filed by the bus driver, reviewed by the school principal and a copy sent to the parent/guardian. Such action can include warnings and suspensions from the bus or school.

Students will be cited for the following infractions:

- Standing
- Extending body parts from bus window
- Changing seats
- Making excessive noise
- Fighting \*
- Littering
- Name calling / Teasing
- Threatening pupils \*
- Disobeying the driver
- Using improper language \*
- Destroying property \*
- Any violation of the discipline code
- Displaying or in the possession of electronic devices

#### Bus Driver's Action

- The driver will speak to the child about his/her behavior and inform him/her that a bus referral was being made for the offense.
- The driver may move the child to an assigned seat.

#### Principal's Action:

- Reminder of expected behavior; warning
- Parent contact
- Possible loss of bus privileges or suspension from school.

\* In the case of a serious offense (which threatens or endangers the health or safety of another individual) no warning will be given.

The above penalties are in accordance with the Brandywine Heights Area School District's Bus Behavior

Policy.

### **Student Discipline**

One of the major goals of education in a democratic society is to help children and youth learn self-discipline and appropriate behavior in a variety of situations. Maintaining discipline is part of the educational process. No one has the right to detract from the education and well being of another, by committing actions contrary to the rules established, for the successful operation of the educational program.

When a breach of student responsibilities occurs, fair and appropriate action will be taken, to correct the problem and turn the situation into a learning experience for the student(s) involved.

Consequences for inappropriate behavior include:

#### **Level I - Warning**

(Staff handles consequence(s) for infraction(s).)

##### **Infraction**

Talking (Excessive)  
Misusing personal space (Ex: took others' belongings, butting in line)  
Name calling, minor teasing  
Tattling  
Gum chewing  
Disruptive behavior  
Failure to comply with class or school rules  
Possession or use of playing/trading cards, pogs or toy that is not approved by the principal for educational purposes

##### **Consequence Options**

- Give Verbal Warning.
- Provide time-out in classroom.
- Have student practice good choices or appropriate behavior.
- Discuss with class.
- Deny recess - use recess time to fulfill Consequence (Ex: letter of apology, letter of action for consequence, think sheet).
- Loss of certain privileges
- Special assignments or any other action deemed necessary by the administration.

#### **Level II - Cooling Off Period for Student**

(Staff handles consequence(s) for infraction(s).)

##### **Infraction**

Continuation of Level 1 behaviors  
Non-compliance (failure to follow reasonable requests)  
Minor bullying (as deemed by adult supervisor)  
Using improper language; verbal assault toward peer or staff  
Demonstrating disrespect towards peers or persons of authority to include staff, bus drivers, volunteers  
Misusing food  
Making inappropriate physical contact  
Possession or use of playing/trading cards, pogs or toy that is not approved by the principal for educational purposes

### **Consequence Options**

- Student completes a “think sheet.”
- Teacher sends student to another teacher’s room for a length of time to be determined by the teacher.
- Student calls parent with the teacher present.
- Teacher refers student for a conference with guidance counselor.
- A Behavior Plan may be implemented.
- The student is referred to the Student Assistance Team for support.
- The student loses certain privileges (recess, field trip, school wide incentive programs, etc.)
- Special assignments or any other action deemed necessary by the administration.

### **Level III – Administrator Involvement**

#### **Infraction**

- Unchanged Level II behavior
- Willful disregard of rules and regulations
- Use of obscene language and gestures
- Damage to school property
- The throwing of food or objects in café/school/bus
- Cheating on class work/homework/etc.
- Deliberate lying or forgery
- Stealing property of a peer, staff member or from anywhere in the building or bus
- Creating major classroom disturbance
- Severe and frequent bullying (as deemed by adult supervisor)
- Threatening statements or comments
- Physical contact with intent to harm or frequent contact
- Fighting
- Inappropriate display or touching of body parts
- Engaging in any offense and/or possession of any material that may cause a health or safety hazard
- Gross disrespect
- Possession or use of electronic devices
- Any infraction which a building or district administrator deems serious enough to warrant In-School Suspension

#### **Consequence Options (Possible In school/Out of School Suspension)**

- Student will be provided work by the teacher for the duration of the In-School Suspension.
- Student will report to Principal to serve an In-School Suspension.
- Administrator will call parent.
- In-School Suspension will be rendered for the remainder of the day and/or the next day, depending on the time of the infraction.
- Student will not attend specials, lunch or recess with peers.
- If more than two In-School Suspensions occur, the student may be referred to the Student Assistance team for behavior modification or the development of a behavior management program.
- Student may be referred to the Student Assistance Program for additional support

\* Students are responsible to make up work missed during suspensions. Recess could be used upon their return to make up the work.

### **Level IV - Administrator Involvement**

**Infraction**

Any infraction which a building or district administrator deems serious enough to warrant an Out-of-School suspension.

Physical contact with peers or staff member, with intent to harm.

Any offense that may cause a health or safety hazard.

Being in possession of any material that may cause a health or safety hazard.

**Consequence Options (Possible Out of School Suspension)**

- Administrator calls the parent.
- Length of Out-of-School Suspension will be at the discretion of the administrator.
- The student may be referred to the Student Assistance Team for behavior modification or behavior management program.
- Student may be referred to the Student Assistance Program for additional support.

\* Students are responsible to make up work missed during suspensions. Recess could be used upon their return to make up the work.

**EXCUSE FOR ABSENCE OR TARDINESS**

\_\_\_\_\_ was \*tardy \*absent (\*Circle one)  
from school on \_\_\_\_\_

An explanation from the parent, or guardian, in each case of absence, or tardiness, is required for admission to school. Kindly state the reason below.

\_\_\_\_\_ Teacher  
The reason for absence/tardiness was \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Signature of Parent or Guardian

This excuse must be kept on file for the inspection of School Officials.  
Absence claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

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