

STUDENT HANDBOOK

2016-2017

Bloomsburg Memorial Elementary School

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Bloomsburg Area School District

Mission Statement

The Mission of the Bloomsburg Area School District is to prepare its students to become contributing, responsible citizens and life-long learners with the ability to adapt and to succeed in a competitive world.

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FROM THE PRINCIPAL

The staff of Memorial Elementary School welcomes you to the 2016-2017 school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us. There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

However, these guidelines are not intended to be all inclusive as they do not always cover every situation and every condition. Therefore, if in the judgment of the elementary administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

PURPOSE

The purpose of this Student Handbook is to summarize the rules, regulations, procedures and guidelines which will be applied within our schools and applicable to our students. These procedures and guidelines are our effort to summarize Board policy and should not be interpreted as "policy."

This Student Handbook is intended to provide a practical guide for our students and students' parents in a summary, informational format. If there is any perceived conflict between this Student Handbook and actual Board policy, then the Board policy will prevail.

Please be sure to read this handbook with your child. If you have any questions, please feel free to contact the building principal.

GENERAL SCHOOL INFORMATION

Bloomsburg Memorial Elementary School was built in 1952 and named to honor the sons and daughters who lost their lives in our country's wars. It was built to consolidate the Third Street and Fifth Street schools. The school was newly renovated in 2004. The facility is located at 500 Market Street, close to the center of town.

The two-story structure contains 24 homerooms, reading rooms, an enrichment lab, library, art room, music room, and multi-purpose room, as well as a nurse's suite, offices, and a Family Center. Currently we have 4 kindergarten, 4 first grade, 4 second grade, 4 third grade, 4 fourth grade, and 4 fifth grade classes. Our class sizes range from 18 to 22 students per class. Each classroom is equipped with computers, internet access, and a smart board with projection system.

Students participate in art, music, library, and physical education one day per six day cycle. All students in fourth grade participate in chorus. Students in fifth grade have the option to participate in instrumental music and chorus. Student support services include Title I Reading, Enrichment, Learning Support, Speech and Language, and Life Skills. Additional student support services are provided by an occupational therapist, a physical therapist, and a vision and hearing therapist.

CONTACT INFORMATION

Office	Phone Number
Main Office/Attendance Office	570-784-7885
Nurse's Office	570-784-6135
School Counselor's Office	570-784-7885 x3
Fax Machine	570-784-4341

SCHEDULES

Six Day Cycle

The Bloomsburg Area School District follows a six day cycle. Each day of the week will be a numbered day. In the event that we are off from school as the result of a snow day or a scheduled holiday/teacher in-service, the cycle will resume the following day. For example, if we are off on a Monday because of snow and this was a scheduled Day 1, the cycle resumes on Tuesday with Day 1. Teachers and administration will provide parents with scheduling information in regard to expressive arts classes in August. There will also be provisions for communicating changes in the schedule as the year progresses.

School Delays and Closings

In the event of inclement weather or other emergencies it may be necessary to change the school day schedule. A phone call will be placed to parents using the "One Call" system. In addition to this, parents are encouraged to check local listings (TV and radio) on a regular basis for school delays and closings.

Delayed Opening

A delayed opening means that schools open either one hour or two hours later than scheduled. In the event of a one-hour delay, school doors will open at 9:30 a.m. The buses will come to your child's stop one hour later than normal. In the event of a two-hour delay, school doors will open at 10:30 a.m. The buses will come to your child's stop two hours later than normal. Staff will not be available to supervise children before the times listed above. Breakfast will not be provided when the school is operating on a delayed opening.

Early Dismissal

Early dismissal times will be announced using the One-Call system and local television and radio stations. Please make sure transportation information is up to date with the office in the event of an early dismissal. All buses operate on that same early schedule. When elementary schools close early due to the weather, all after school programs and evening events are cancelled.

Bloomsburg Memorial Elementary School's Daily Schedule		
Time	Activity	Description
8:15	Breakfast Opens	Students who are eating breakfast may enter the school through the 5 th Street doors nearest the cafeteria.
8:30	Student Arrival	Kindergarten students will enter the 6 th Street doors. First through fifth grade students will enter the 5 th Street doors nearest the cafeteria.
8:35	Breakfast Closes	Breakfast will not be served after 8:35 so students can get to class promptly. If buses arrive after 8:35, bus students will be permitted to eat breakfast.
8:45	Entrances Close	Students arriving after the entrances close at 8:45 must enter through the office with a parent/guardian to be signed in.
8:45	School Day Begins	Students are expected to be in their homeroom by the 8:45 late bell.
8:50	Announcements	Fifth grade students will provide the morning announcements.
9:00 – 3:10	Instruction	Classroom instruction occurs during this time. Lunch and recess occurs between 11:15 and 1:00.
3:15	First Dismissal	Kindergarten dismissal at the 6 th Street doors. First grade dismissal onto the playground. Bus, Daycare, and Y-Care students dismiss to the gym.
3:20	Second Dismissal	Second through Fifth grade students will dismiss onto the playground.
3:30	Dismissal Ends	Students who are not picked up by 3:30 will be sent to the office to be picked up.
*If there is a delayed opening there will be no breakfast. A delayed opening will begin either 1 or 2 hours after the normal starting time.		

Lunch/Recess Schedule		
Grade Level	Lunch Time	Recess Time
4 th	11:15-11:45	11:45-12:05
2 nd	11:25-11:55	11:55-12:15
Kindergarten	11:30-12:00	12:00-12:20
1 st	11:50-12:20	12:20-12:40
3 rd	11:55-12:25	12:25-12:45
5 th	12:10-12:40	12:40-1:00
The same lunch schedule will occur during early dismissals and delayed openings. Lunch will not be served on the last day of school.		

SCHOOL ATTENDANCE

Truancy

Truancy is defined as the willful act of staying away from/not coming to school for no legitimate reason. A truancy day is considered an unexcused absence from school.

Absences

In the event that your child is marked absent, the school's One Call system will place a call to the parent/guardian's primary contact number to inform them of/confirm the student's absence.

Full and Partial Absences

A student is counted present for a full day if they are in attendance for four hours or more. A student is counted present for a half day if they are in attendance for at least two hours, but less than four hours. A student will be recorded absent if they are in attendance for less than two hours.

Returning After an Absence

Upon returning to school, the student must present a written excuse to their teacher or the attendance office. A student absent for one day or two consecutive days must bring an excuse from home signed by a parent or guardian stating the reason for absence. An official excuse is also permitted for these absences (see official excuses on page 7).

An absence of three or more consecutive days will require a doctor's excuse.

A student is allowed three days from the date of return to school to furnish an excuse. If after three days and no excuse has been filed, the absence will be considered unexcused/illegal.

More than Ten Absences

Students who are absent more than ten days during the school year will be required to submit an **official** excuse for the absence to be considered legal or lawful. A note from a parent or guardian will not be accepted for the absence.

Official Excuses

1. Medical excuses issued by a health care provider for each absence stating appointment/absence date and time (written note from a doctor).
2. Death in the immediate family.
3. Court appearances (documentation from the courthouse confirming appearance).
4. School related absences (i.e. field trips, academic competitions, etc.).
5. Religious Holidays (must be pre-approved by administration).
6. Other exceptionally urgent reasons that are authorized by the Principal.

Many times official excuses are faxed to the school. It is the parent or guardians responsibility to check that the fax was received by the school within three days of the student returning to school.

Family/Educational Trips

Any trips that are scheduled when school is in session must be approved by the building principal. This approval will be contingent upon student attendance and can be denied if the principal deems the number of absences prior to the trip as excessive. These forms must be completed and submitted to the principal at least three days prior to the trip. Forms are available on the school's website and in the school office. Students are responsible for the work that is missed during the time that they are off. **These days will be added to the student's cumulative attendance.**

Unlawful/Illegal Absences

The school attendance policy identifies two types of absences, lawful (excused) and unlawful/illegal (unexcused). A student is permitted a maximum of three illegal absences during the school year. All illegal absences beyond three days may result in a fine from the magistrate.

Parents will receive written notification from the school when a child accumulates his/her first and third illegal absences. In addition, the school will work collaboratively with the parents to develop an attendance plan to ensure that the child does not accumulate additional illegal absences.

If a student does not furnish the proper written excuse for their absence within three school days of returning, the absence will be considered illegal.

Tardiness/Late Arrivals

The school day for students begins at 8:45 a.m. Students are expected to be in their classroom by the 8:45 late bell. **Students entering the building after 8:45 are considered tardy and must be accompanied to the office by a parent/guardian to be signed in to school.** A tardy will only be considered excused if an official excuse (see page 7) is presented at the time of arrival. Parent notes will not be accepted as a form of an official excuse.

Unexcused Tardy Consequences

If the student's late arrival is not excused it will be considered an unexcused tardy. For every 3 unexcused tardies, students will be assessed a ½ day illegal absence which will also be added to the students' cumulative attendance total.

Early Dismissals/Appointments

Students who need to leave school early are required to bring a note from a parent or guardian. All notes must be handed in to the school office by the morning of the day requested. Administration reserves the right to deny any early dismissal requests based on the nature of the request. A parent or guardian must report to the school office to sign-out the student. All students will be required to furnish an **official excuse** within three days of return from the appointment, or it will be considered unexcused.

The following must be indicated on each request:

1. Student name, grade, and homeroom
2. Date of requested dismissal
3. Time of requested dismissal
4. Parent/guardian signature and phone number
5. Reason for request

Early dismissals are excused for the following reasons:

1. Physician's appointments (verification from physician required)
2. Court appearances (verification required)
3. Death in the immediate family
4. Religious observances
5. School related activities (e.g., field trips, academic competitions, athletics, etc.)
6. Other exceptionally urgent reasons that are authorized by the principal

Unexcused Early Dismissal/Appointment Consequences

For every 3 unexcused early dismissals or appointments, students will be assessed a ½ day illegal absence which will also be added to the students' cumulative attendance total.

BUILDING PROCEDURES

Birthdays/Other Celebrations

No invitations will be distributed at school unless all students (or all boys or all girls) in the class are invited. If you plan on sending in a birthday treat with your child, please contact the teacher in advance so that they are aware. Also, be sure to check with the teacher for any food allergies.

Conflict Resolution

Students may experience conflict with other people during their school years. The following recommendations may assist students in following a logical sequence if a conflict arises:

Conflict with another Student

- If the conflict is not violent, the student may attempt to discuss the issue with the other student or may contact the school counselor if assistance is needed.
- If the other student is violent, the student should ask for assistance from teachers, parents, and/or school principal.
- The student should avoid the other student until the conflict subsides.
- If the other student threatens violence or commits a violent act, the student should contact the police, parents, and the school principal.

Conflict with School Personnel

- If a student has a conflict with a school employee, the student should attempt to discuss the concern with the employee.
- If the student cannot discuss the issue with the employee, the student should contact the principal, school counselor, or parents for assistance.

- If a student believes a school employee is violating school rules or the law, the student should contact their parents and the principal.

Conflict with School Rules or School Procedures

- If a student believes that a school rule or procedure violates the student's constitutional right or is unfair, a student's first contact is with the school principal. Following that contact, if a student still disagrees, the student should contact parents for assistance.
- If the student and parent cannot resolve the matter at the school level, they may contact the Superintendent at 570-784-5000

Daily Dismissal Changes

If a student's method of dismissal must be changed, please send a note with the student or call the school office. If a dismissal change notice is not provided to the school office, the student will be dismissed as they would be on a normal day. No changes will be made to dismissal after 2:30 p.m. each day.

Legal Custody

According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act." Parents who have sole custody rights must file with the school a copy of the court order. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office. If the status changes, it is the responsibility of the parents to provide us with updated court orders so that we can be responsive to the current situation.

Lost and Found

Parents are encouraged to label all items for easy identification. Unclaimed coats, hats, and gloves will be hung on the hooks by the gym. Periodically the unclaimed items will be donated to local organizations.

Recess

Students are expected to go outside for recess unless they have a note from a doctor excusing them from outdoor activities. It is important that students are prepared for the weather and come to school ready for outdoor recess. This means warm coats, gloves, and hats in cold weather. Students who are not properly dressed may not be permitted to go outside for recess. Occasionally, it may appear at 8:30 a.m. that recess will be held indoors, but by 11:30 a.m. conditions improve enough for outdoor recess.

Determining indoor or outdoor recess is often a difficult decision. In general, if the outside temperature is above 30 degrees Fahrenheit, students will have recess outside. Wind chill is also considered when deciding on indoor versus outdoor recess. If the wind chill temperature consistently falls below 25 degrees, we will generally keep the students inside. In addition to checking this weather data, a physical inspection of weather conditions is also made. Certain

weather conditions dictate indoor recess. These include falling precipitation, snow, or ice on a majority of the play areas. Additionally, if the play equipment or grassy areas are wet, presenting a safety hazard, indoor recess would be held.

Telephone Usage

The telephone in the office is not a public telephone and is not for student use unless given permission by school personnel for purposes of conducting school business. Student will not be called out of class to receive a phone call or message. In cases of an emergency, parents can call the main office. Office personnel will then contact the student.

Transfers

Students planning to transfer are requested to notify the school office a week in advance. You will be required to complete a student withdrawal form. This gives our staff time to notify teachers and to prepare records. Official records are completed and are mailed when a request is received from the new school.

Visitors

For the safety of our students and staff, Memorial Elementary School will continue to follow visitor sign-in procedures. All visitors are required to report to the main office upon arriving to sign-in and receive a visitor's sticker. All visitors must wear a visitor's badge at all times. In addition, we are asking all visitors to report to the main office to sign-out prior to leaving the school building. It is essential that we work together to ensure the safety of the entire school community.

Volunteers

Parent and community involvement are key ingredients for the success of our schools. Volunteering provides an opportunity for moms, dads, grandparents and community members to work with children and to learn more about our schools. Regardless of how small or large the amount of time you can give, it will be greatly appreciated and will make a difference. A volunteer may work in the school library or classroom as assigned by the principal. Volunteers are required to have clearances in place in accordance with policy # 916. Information on these clearances can be found in the school office or on the BASD website under "Volunteers".

The privacy of parents and students is protected by the Family Educational Rights and Privacy Act (FERPA). You are required to keep student information confidential under FERPA. Thank you for doing your part to protect the rights of our students and families.

ACADEMIC PROCEDURES

Communication with Parents

Communication between home and school is an essential part of student success. As a means of keeping the line of communication open between home and school, your child will receive notices from the office, information from the teacher, and a monthly newsletter from the

principal. Be sure to review the newsletter for important messages and return the folder in your child's backpack daily.

There will be scheduled parent conferences in November. Your child's teacher will provide information to you at that time. Parents and/or teachers may request a conference at any time throughout the school year. We encourage all parents to contact teachers any time you have questions regarding your child's education.

Report Cards

Report Cards are issued on a quarterly (4 times per school year) basis for grades 3rd through 5th and Trimesters (3 times per school year) for Kindergarten through 2nd grade.

STUDENT CONDUCT PROCEDURES & REGULATIONS

Bus Conduct

Students who ride to and from school on school-provided transportation are expected to conduct themselves in an appropriate manner. They must respect the drivers and not abuse the buses or furnishings. This accommodation is provided by the school district and is to be considered a privilege and a courtesy. Students may be assigned seats on the bus and in cases of misbehavior consequences will be enforced based on the school's discipline code. The following rules must be followed by students riding the bus:

1. Students are to remain well out of the roadway when waiting for a bus.
2. Students must be on time at their designated stops.
3. Students must wait at their designated places until the bus comes to a complete stop before entering the bus.
4. Getting on and off the bus should be done in an orderly fashion.
5. There should be no rough housing or throwing of anything while waiting for the bus.
6. Students are to remain seated while the bus is in motion.
7. No part of the body should be extended outside of the bus.
8. Aisles should be kept clear at all times.
9. Conversation should be kept at normal tones. Yelling or screaming is not acceptable.
10. Nothing should be thrown either in or from the bus.
11. Smoking on the bus is forbidden.
12. Crowding, pushing, shoving, fighting, etc. are not only unnecessary, but dangerous and are therefore prohibited.
13. Students may not tamper with the bus or any of its equipment.
14. Swearing on the bus is not permitted.
15. Students may not commit any act on the bus that diverts the driver's attention.
16. Keep in mind that the driver has the safety of everyone in mind.

Failure to follow the preceding rules may result in a bus disciplinary report being filed by the bus driver with the building principal. We request that students and parents read over the rules, understand them, and follow them.

Students must have written permission requesting a bus stop change for a particular day. Also, a student who does not normally ride the bus, but is going to ride the bus on a certain day must have written permission by his/her parent/guardian.

Cafeteria Conduct

Students' behavior in the cafeteria is expected to be orderly and mannerly and will be monitored by cafeteria proctors. Failure to obey the established cafeteria rules listed below may result in disciplinary action.

1. Walk as you enter and leave the cafeteria.
2. Form and keep a single line at the serving area.
3. Students are asked to give their last name clearly so the clerk can keep proper records.
4. Remain seated at your table until dismissed by the person in charge.
5. Do not leave the cafeteria without permission.
6. Refrain from pushing, jostling, or kicking under the table.
7. Students are not permitted to share food.
8. Loud and boisterous talk at tables will not be acceptable.
9. No throwing objects of any type in the cafeteria.
10. Food is not permitted outside of the cafeteria.
11. Students are to leave the tables and floor clean when they exit the cafeteria.

Cafeteria Policies and Services

1. **Food Service Charging Policy** - Food service is a self-supporting department within BASD. Charging meals is not encouraged; however, we realize that occasionally students forget their lunch money. Students may charge meals to their account. Students owing money will not be allowed to charge a la carte purchases. Students will be allowed to charge up to a \$15.00 maximum. Charging Policy states that students will be allowed to charge up to \$15.00 maximum. When the \$15.00 limit is reached, the cafeteria staff can limit the student's meal choices to a sandwich, fruit, vegetable and milk. **Breakfast will not be provided to students over this amount.** So please try to pay this balance as soon as possible.

End of the Marking Period: Principals will be holding report cards for students who owe more than \$15.00. This will ensure that no student is denied a meal at lunch time. The Bloomsburg School District does offer free and reduced price meals under the National School Lunch/Breakfast program. Parents/Guardians can apply for this program anytime during the school year. Parents/Guardians are encouraged to contact the school office for an application or go online at www.compass.state.pa.us.

If the student bill remains unpaid and reaches a maximum limit of \$100.00, parent/guardian will be notified by certified letter that THE MATTER WILL BE TURNED OVER TO THE DISTRICT MAGISTRATE. Parents/Guardians will then be responsible not only for the \$100.00, but any other fees imposed by the Justice of the Peace as a result of civil action.

2. **On-line Services** - Bloomsburg School District Food Service Department provides parents a convenient, easy and secure online prepayment serve to deposit money into your child's school

meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called MySchoolBucks.com. To access these services:

- Simply go to the district web site at <http://bloomsburgasd.schoolwires.com>
- Click on the Information/School Lunch Information/MySchoolBucks.com.
- Click on the MySchoolBucks.com link.

From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student's food service ID number and school ZIP code.

3. Free & Reduced Lunch Program - Bloomsburg School District is a participant in the NSLP, meaning we must serve meals daily to student who qualify by Income Guidelines established by the United States Department of Agriculture. Students who receive free meals are entitled to a free breakfast and lunch each day. Reduced cost is \$.30 for breakfast and \$.40 for lunch. An application can be filed at any time during the school year (see food service charging policy above). Any a la carte purchases, the student will be charged the regular price.

Cell Phones/Electronics

We realize that the use of personal electronic devices is commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students including, but not limited to, telephone paging devices, beepers, laser pens, cellular phones, iPods, iPads, CD Players, MP3 Players, or any other personal electronic music device or stereos during regular school hours, and the same are hereby prohibited during school hours. These items must be turned off and stored out of sight between the hours of 8:30 AM and 3:30 PM. Any violation of this policy is subject to the following schedule of consequences:

First Offense:

Electronic device is removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school.

Second Offense:

Electronic device is removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school. Student will serve one lunch detention.

Third Offense and Subsequent offenses:

Electronic device is removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school. Student will serve a one (1) day in-school suspension. Further discipline may be imposed at the discretion of the Administration.

Dress and Grooming

The board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference (Board Policy #221). The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices:

1. Affect the educational programs of the school or health and safety of others.
2. Call unnecessary attention to the individuals because of immodesty.
3. Are considered inappropriate for a school setting

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress that is distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted. The following clothing will not be permitted:

- Bandannas/kerchiefs
- Bare feet/flip-flops/any footwear that would pose a safety hazard (i.e. high heels)
- See through blouses or shirts
- Halter tops, tube tops, spaghetti strap tops, tank tops, mesh tops worn alone, and clothes that expose the midriff or undergarments. Shoulders must be covered.
- Hats/caps/visors
- Excessively short shorts/skirts (must be longer than student's finger tips when arms are extended)
- Excessively tight clothing
- Overly baggy jeans or parachute pants with extra-large pockets
- Thermal underwear as an outer garment
- Clothing that exposes skin or undergarments when the student moves (this includes torn or frayed clothing)
- Any clothing or apparel that mocks, ridicules, or otherwise demeans or provokes others because of race, religion, national origin, or individual views
- Any clothing, jewelry, or footwear that presents a safety hazard
- Any clothing or apparel that promote the use of drugs, alcohol, tobacco, and/or sexual activity

Field Trips

All school rules and policies are in effect for school sponsored and approved field trips or events. Students violating the rules and policies will be subject to disciplinary action.

Toys/Trading Cards/Figures

Although the collection of toys, figures, and cards seems innocent, trading of items of any kind between students can quickly lead to incidents of bullying and intimidation. In addition, teachers may have to spend instructional time to sort out reports of lost and stolen items and "aggressive trading."

As a result, all toys, trading cards, figures, and other similar items (i.e. jelly bands) are not permitted at school. If these objects are brought to school, they will be confiscated by the teacher and returned to the student's parent. We appreciate your continued support to provide an environment that is conducive to teaching and learning.

BEHAVIORAL EXPECTATIONS

Philosophy

The goal of the Memorial Elementary School staff is to create an environment conducive to learning where everyone experiences success. The staff is committed to assisting the students with developing the self-discipline necessary for providing a safe and appropriate atmosphere for teaching and learning. To achieve this goal, cooperation between the home and the school is essential. Both home and school must share in assuming the responsibilities necessary to assure the rights of all students in order to provide an instructional environment of the highest quality.

School Expectations of Behavior

Memorial Elementary School follows a school-wide system that teaches and reinforces positive behaviors. The system is called Positive Behavior Support (PBS). The goal of the PBS system is to promote positive behaviors for all students within Memorial. One way to achieve this goal is to explicitly teach school-wide behavioral expectations. The school-wide expectations are separated into 3 main categories: *Respect Ourselves*, *Respect Others*, and *Respect Property*. Teachers introduce specific expectations from each category to all students and visual reminders can be found throughout the building.

Classes receive recognition by staff members and the opportunity to earn incentives after reaching a predetermined goal. Examples of possible incentives include: acknowledgement on WMEM, extra recess, free play, computer time, etc. To begin the year, each class must receive 5 P.A.W.s to earn an incentive. As the year progresses, the goal increases.

Panther P.A.W.s

Staff members reinforce positive behaviors by recognizing students who meet or exceed the school-wide behavioral expectations. This is done by students earning classroom Panther P.A.W.s.

What is a P.A.W.?

A P.A.W. is an incentive for a student, group of students, and/or class to follow the school-wide behavioral expectations. The purpose of the P.A.W is to promote positive interactions with students and to encourage students to make good choices.

How do students earn P.A.W.s?

Each staff member will distribute P.A.W.s to a student, group of students, and/or class who is meeting or exceeding the school-wide behavioral expectations. Students work together to earn P.A.W.s for their class.

What do students get for earning Panther P.A.W.s?

Classes receive recognition by staff members and the opportunity to earn incentives after reaching a predetermined goal. Examples of possible incentives include: acknowledgement on WMEM, extra recess, free play, computer time, etc. To begin the year, each class must receive 5 P.A.W.s to earn an incentive. As the year progresses, the goal increases.

Memorial Elementary Behavior Expectations At a Glance

<i>Expectations</i>	All Settings	Classroom	Hallways & Stairs	Bathroom	Cafeteria	Playground	Bus Line	Bus
Respect Ourselves	<ul style="list-style-type: none"> • Make safe choices • Be on time • Be on task • Be prepared 	<ul style="list-style-type: none"> • Try all tasks • Do your best • Complete all work • Be ready to learn 	<ul style="list-style-type: none"> • Walk • Use one step at time on the stairs • Look where you are going 	<ul style="list-style-type: none"> • Wash hands • Only go when you need to 	<ul style="list-style-type: none"> • Eat only your food • Carry your tray carefully • Look where you are going 	<ul style="list-style-type: none"> • Make safe decisions • Retrieve personal property prior to entering building • Remain in designated areas 	<ul style="list-style-type: none"> • Sit appropriately 	<ul style="list-style-type: none"> • Watch for your stop • Be on time
Respect Others	<ul style="list-style-type: none"> • Use kind and appropriate language • Use kind and appropriate actions • Follow listening signal (hand raised) • Keep hands, feet, and objects to yourself • Help and share with others • Listen to and follow directions from all adults the first time they are given 	<ul style="list-style-type: none"> • Talk at appropriate times • Listen to others • Follow the directions the first time they are given • Take turns 	<ul style="list-style-type: none"> • Walk on the right hand side • Walk in a line when in groups of 3 or more • Student voices off during instructional time (8:45 – 3:15) • Keep personal space between yourself and others 	<ul style="list-style-type: none"> • Respect privacy of others • Use bathroom appropriately and return immediately 	<ul style="list-style-type: none"> • Use inside voices • Walk at all times • Raise hand to ask for help • Remain seated at all times in designated areas • Use table manners 	<ul style="list-style-type: none"> • Agree on game rules • Include and welcome others to participate • Use kind words • Share equipment • Line up quickly and silently when signaled (whistle) 	<ul style="list-style-type: none"> • Use inside voices • Remain seated at all times in designated areas • Follow directions from the adults and/or patrols the first time they are given • Raise hand to ask for help 	<ul style="list-style-type: none"> • Use inside voices • Remain seated at all times while the bus is moving • Follow directions from the bus driver and/or patrols the first time they are given
Respect Property	<ul style="list-style-type: none"> • Take care of things that belong to you, others, and the school • Keep area clean • Conserve resources 	<ul style="list-style-type: none"> • Handle materials appropriately • Keep area clean 	<ul style="list-style-type: none"> • Keep body off walls, displays, and objects 	<ul style="list-style-type: none"> • Use bathroom supplies properly and as needed • Keep bathroom clean and safe • Report problems and vandalism to an adult 	<ul style="list-style-type: none"> • Keep area clean • Return trays and utensils to proper place 	<ul style="list-style-type: none"> • Use equipment properly • Return all equipment to designated area • Report problems and vandalism to an adult 	<ul style="list-style-type: none"> • Keep area clean 	<ul style="list-style-type: none"> • Sit appropriately • Keep all school materials in back pack (pens, pencils, etc.) • Report vandalism to the bus driver

Disciplinary Offenses

Disciplinary offenses have been categorized into levels indicating seriousness. Appropriate disciplinary consequences have been listed for each level.

Disciplinary Consequences

The school's primary concern is to assist students in correcting undesirable behavior. School officials will work with the students, their parents or guardians, as well as resource people and community agencies to achieve more appropriate behavior.

In order to apply disciplinary action uniformly for all students, the administration has developed a set of specific disciplinary consequences for each level of offense. Most often these can be handled as a routine matter. However, for very serious cases of misconduct, further action may be taken by the Superintendent or Board of School Directors.

Disciplinary Offenses, Levels, and Consequences

Level I Offenses – Conference with Teacher

1. Failure to be where assigned
2. Classroom or hall disruption
3. Littering/spitting
4. Cheating/lying
5. Use of obscenities and/or profane gestures
6. Horseplay
7. Cafeteria cleanliness (throwing food, refusing to assist in picking up litter, etc.)
8. Chewing gum
9. Possession of non-instructional materials (cards, toys, electronic devices)
10. Overt display of affection
11. Cell phone policy violation
12. Dress code violation
13. Tardiness
14. Violation of posted classroom procedures/rules
15. Acting in an uncooperative manner
16. Sleeping in class
17. Incomplete homework/classwork
18. Falsification of assignments, passes, excuses, etc.

Level I Consequences

1. Personal talk
2. Written educational assignment
3. Withdrawal of privileges
4. Parent contact

Level II Offenses – Referral to Administrator

1. Continuation of Level I offense
2. Bus disturbance
3. Cutting class/school
4. Violation of policy for use of district technology
5. Failure to complete assigned detentions
6. Misbehavior at a school sponsored activity
7. Possession of obscene materials
8. Leaving school without permission
9. Showing flagrant disrespect in words/gestures
10. Defacing school property
11. Gambling
12. Direct bullying (includes name calling, hitting, kicking, biting, shoving, spitting, etc.)
13. Indirect bullying (includes, but may not be limited to, getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, or encouraging bullying)
14. Other

Level II Consequences

1. Personal talk
2. Written educational assignment
3. Withdrawal of privileges
4. Parent contact
5. Lunch/recess detention

Level III Offenses – Referral to Administrator

1. Continuation of Level I/II Offenses
2. Defiance of a directive from a school employee
3. Threat of physical violence
4. Direct bullying (includes name calling, hitting, kicking, biting, shoving, spitting, etc.)
5. Indirect bullying (includes but may not be limited to getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, or encouraging bullying)
6. Theft/possession/sale of another's property
7. Possession of tobacco products
8. Truancy
9. Other

Level III Consequences

1. Personal talk
2. Written educational assignment
3. Withdrawal of privileges
4. Parent contact
5. Lunch/recess detention
6. Suspension (in/out of school)
7. Suspension from school bus/van

Level IV Offenses – Referral to Administrator

1. Continuation of Level I/II/III Offenses
2. Physical assault on a student and/or staff member
3. Fighting
4. Bomb threat and/or false fire alarm
5. Possession/use/transfer of a dangerous weapon
6. Possession/use/transfer of a controlled substance
7. Vandalism of school property or personal property of school personnel

Level IV Consequences

1. Suspension (in/out of school for up to 10 days with an informal hearing)
2. Suspension from the school bus/van
3. Recommendation for expulsion
4. Referral to law enforcement
5. Magistrate, citation, fine
6. Restitution

*A student who receives a suspension will lose all privileges and will not be permitted to attend or participate in any school activity during the duration of the suspension.

HEALTH ROOM PROCEDURES

Overview

The health care team members are Mrs. Golomb, certified school nurse, and Mrs. Gelnett, LPN. Their goal is to promote the health and safety of each student in an effort to maximize the student's learning potential, decrease absenteeism, and foster health promoting behaviors.

Components of the comprehensive school health program include health instruction at all grade levels, health screenings (vision, hearing, growth), referrals to community agencies as needed, health counseling, and individual health care planning. Parents are strongly encouraged to keep the health care team informed of any changes in their child's health status, or any treatments or medications that are to be administered.

Please call 570-784-6135 or visit the health office if you have any questions or concerns. The health care team looks forward to working with you.

Medications

Whenever possible, medications should be administered at home. If it is necessary for a student to receive medication during school hours, it may be administered under the following conditions (Board Policy #210):

1. The following principles will apply with regard to **prescription** medications:
 - a. All prescription medications must be brought to school in the container from the pharmacy with a current prescription label.
 - b. A written request from the physician to administer the medication must accompany prescription medication.

- c. All medications should be administered through the nurse's office. In situations where it is necessary for medications to be carried by a student (Inhalers, EpiPens, and insulin pumps only), clearance must be obtained through the nurse's office and the proper medication permission forms, with a doctor's order stating the medication must be carried, must be on file in the office.
 - d. Medication will not be dispensed without written permission from a parent.
2. **Non-prescription** medications may be administered under the following conditions:
 - a. Permission indicated by parent on the emergency transportation form or note from parent requesting administration of specific non-prescription medication.
 - b. Medication must be in the original container.
 - c. Elementary students will be allowed to keep throat lozenges and cough drops in their homerooms. These must be accompanied by a signed permission from a parent.
 - d. Some non-prescription medications (ex. Lactaid tablets) will require a physician's order. Please contact the health room for details.
 3. In all cases, confidentiality will be respected in regard to student medication. Relevant information will be shared only with appropriate personnel.
 4. The school district retains the discretion to reject requests for administration of medication.

Health Education Laws

(a) Instruction regarding prevention of human immunodeficiency virus (HIV) infection/acquired immunodeficiency syndrome (AIDS) and other life-threatening and communicable diseases shall be given for primary, intermediate, middle school and high school education and shall follow the requirements of subsections (b) and (c).

(b) Educational materials and instruction shall be determined by the local school district and be appropriate to the age group being taught. The program of instruction must include information about the nature of the diseases, treatments and cures, methods of transmission and how infection can be prevented. The school district may omit instruction in the elementary grades on transmission of disease through sexual activity. Programs discussing transmission through sexual activity must stress that abstinence from sexual activity is the only completely reliable means of preventing sexual transmission. Programs must stress that avoidance of illegal drug use is the only completely reliable means of preventing transmission of disease through shared drug paraphernalia.

(c) A school entity shall excuse a pupil from HIV/AIDS instruction when the instruction conflicts with the religious beliefs or principles of the pupil or parent or guardian of the pupil and when excusal is requested in writing. Prior to the commencement of instruction, a school district shall publicize that detailed curriculum outlines and curricular materials used in conjunction with the instruction are available to parents and guardians during normal school hours or at teacher-parent conferences. Curricular materials, if practical, shall be made available by the school entity for home instructional use by a parent or guardian if the student has been excused from the school entity's HIV/AIDS instruction.

Authority

The provisions of this §4.29 amended under the Public School Code of 1949 (24 P.S. 26-2603-B).

Source

The provisions of this § 4.29 amended February 15, 2008, effective February 16, 2008, 38 Pa.B. 872. Immediately preceding text appears at serial page (252333).

Schools in Pennsylvania are not required to teach sexuality education. Primary, intermediate, middle, and high schools are, however, required to teach sexually transmitted disease (STD)/HIV education. Schools must use materials that have been determined by the local school district, are age-appropriate, discuss prevention, and stress abstinence as “the only completely reliable means of preventing sexual transmission.”

The state has created the Academic Standards for Health, Safety, and Physical Education, which includes STD- and HIV-prevention education. All decisions regarding HIV-prevention curricula and materials must be made by local school districts. School districts do not have to follow a specific curriculum, but they must use these standards as a framework for the development of their curricula.

School districts must publicize the fact that parents and guardians can review all curriculum materials. Parents and guardians whose principles or religious beliefs conflict with instruction may excuse their children from the programs. This is referred to as an “opt-out” policy.

See Pennsylvania Code Title 22, Chapter 4, Section 29, and the Academic Standards for Health, Safety, and Physical Education

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. Their rights are:

(1) The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or school counselor a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copy of your child’s records is available at the cost of \$2.50.

(2) The right to request the amendment of the student’s educational record that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or school counselor, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

All student records are maintained by the school counselors in the administrative areas of the school building. Health records are kept in the school nurse’s office.

The following officials are responsible for the education records:

Mrs. Ann Kostiuk
Mrs. Myra Golomb
Memorial Elementary
500 Market Street
Bloomsburg, PA 17815

The Bloomsburg Area School District will release certain information (directory information) without prior consent of the parent or eligible student. This information includes: student's name, address, date of birth, major field of study, participation in activities and sports, and other similar information. If you wish the school to withhold this information, please notify the school counselor by **September 2, 2016**.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Bloomsburg Area School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

BASD NETWORK/INTERNET GUIDELINES

TERMS AND CONDITIONS SIMPLIFIED – (GUIDELINES)

RESPONSIBILITIES OF BLOOMSBURG AREA SCHOOL DISTRICT STUDENT/EMPLOYEE/NON-EMPLOYEE, IN THEIR USE OF THE BASD NETWORK AND/OR INTERNET ACCESS

This document, designed specifically for student/employee/non-employee in the Bloomsburg Area School District, is a synopsis of the Terms and Conditions for the use of either the BASD Network and/or Internet Access. All student, employee and non-employee users agree to this contract as a condition to the use of the BASD Network and/or Internet Access. This “shortened version”, taken from Board Policy 815, is designed to help students/employee/non-employee to clearly understand their responsibilities as users of the BASD Network and/or Internet Access. If any student, employee and/or non-employee should have a question about the legitimacy of their activities, they should ask either the System Administrator or the Technology Coordinator.

- The use of your account must be in support of your education or teaching environment in the Bloomsburg Area School District and consistent with the educational objectives of the Bloomsburg Area School District.
- As a user of this community system, students, employee and/or non-employee will notify a teacher, the System Administrator, or the Technology Coordinator if any violations of this contract take place by other Bloomsburg Area School District students, employees, or outside parties.
- You may **NOT** give your password to anyone.
- You may **NOT** use or play games via the network, unless it is part of a class assignment or project.
- You may **NOT** use or alter anyone else’s BASD Network or Internet account.
- You may **NOT** offer BASD Network or Internet access to any individual via your account.
- You may **NOT** break in or attempt to break in to other computer systems.
- You may **NOT** create or share computer viruses.
- You may **NOT** destroy another person’s data.
- You may **NOT** monopolize the resources of any BASD Network system; this includes things such as running large jobs during the day, sending massive amounts of mail to other BASD users, or using system resources for games.
- You are **NOT** permitted to get or put onto any BASD Network system, any copyrighted material (including software), or any threatening or obscene material.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the BASD Network or Internet is prohibited.
- Purposefully annoying other BASD Network and/or Internet users, on or off the BASD Network system is prohibited; this includes such items as continuous talk requests.
- Illegal activities may not be conducted via any BASD Network system.
- All communications and information accessible via any BASD Network system, should be assumed to be school district property.
- For-profit purposes, product advertisement, or political lobbying via any BASD Network system is prohibited.

- Use of the BASD Network or Internet Access for non-work or non-school related communications is prohibited.

Proper Use of Electronic Mail

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.

The Bloomsburg Area School District reserves the right to log BASD Network and Internet use, and to monitor fileserver space utilization by district users, while respecting the privacy right of both district users and other outside users. The school district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activities. Authorized staff members are permitted to view student home directories that are stored on the BASD network.

All data on the Bloomsburg Area School District's servers, PCs, laptops, or network is considered property of the Bloomsburg Area School District and can be accessed at any time necessary by the system administrator(s) and superintendent.

Board Approval - 3/17/97 Date Last Revised: November 29, 2011

PARENT AND STUDENT SIGNATURE PAGE
FOR STUDENT HANDBOOK AND INTERNET USE

This handbook contains a variety of information that is important to both students and their parents/guardians. Please read it in its entirety and complete the bottom portion of this page. Students who do not have this page completed and signed by a parent/guardian will not be permitted to use the BASD network or the internet at school. **Please return the signed page to school by September 2, 2016.**

PLEASE PRINT:

Student Name: _____

Homeroom Teacher: _____ Grade: _____

HANDBOOK AGREEMENT

Both I/we and my/our child have read this handbook and are familiar with its contents. We have contacted the administration to seek clarification regarding anything we did not fully understand.

Student Signature: _____

Parent Signature: _____

Date: _____

BASD NETWORK/INTERNET USE AGREEMENT

I have read the "Simplified Terms and Conditions" for my child to use the BASD network/internet. Please note, students will need access to the BASD network in order to use the computers for simple operations such as word processing.

PLEASE CHECK ONE STATEMENT:

_____ I give permission for my child to access the BASD network and internet.

_____ I **do not** give permission for my child to access the BASD network and internet.

Parent Signature: _____

Date: _____