



# STUDENT HANDBOOK

## 2022-2023

### Bloomsburg Area Elementary Schools

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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.

## Table of Contents

From the Principals	4
Purpose	4
Schedules	
A. School Delays & Closings	5
B. Delayed Openings	5
C. Early Dismissals	5
D. Daily Schedule	5
E. Attendance	5
F. Truancy	6
G. Absences	6
H. Full and Partial Absences	6
I. Returning After an Absence	6
J. More than Ten Absences	6
K. Official Excuses	6-7
L. Family/Educational Trips	7
M. Unlawful/Illegal Absences	7
N. Tardiness/Late Arrivals	7
O. Unexcused Tardy Consequences	7
P. Early Dismissals/Appointments	8
Q. Unexcused Early Dismissal/Appointment Consequences	8
R. McKinney-Vento Homeless Assistance Act	8-9
Building Procedures	
A. Birthdays/Other Celebrations	9
B. Conflict Resolution	9
C. Conflict with Another Student	9
D. Conflict with School Personnel	9
E. Conflict with School Rules or Procedures	9
F. Daily Dismissal Changes	9
G. Legal Custody	10
H. Lost & Found	10
I. Recess	10
J. Telephone Usage	10
K. Transfers	10
L. Visitors	11
M. Volunteers	11
Academic Procedures	
A. Communication with Parents	12
B. Report Cards	12
Student Conduct	
A. Bus Conduct	13
B. Cafeteria Conduct	13-14
C. Cafeteria Procedures	14

D. Cell Phones/Electronics	15
E. Dress & Grooming	15-16
F. Field Trips	16
G. Toys/Trading Cards/Figures	16
Code of Conduct	
A. Philosophy	17
B. School Expectations of Behavior	17
C. Panther P.A.W.	17-18
D. Disciplinary Offenses	18
E. Disciplinary Consequences	18
F. Disciplinary Offenses, Levels, and Consequences	18-20
Health Room	
A. Overview	21
B. Emergency Epinephrine Opt-Out	21
C. Medications	21-22
D. Health Education Laws	22-23
BASD Special Education Department	
A. Overview	24
B. Special Education	24-25
C. English as a Second Language (ESL) Instruction	25
D. Gifted Services	25
Family Educational Rights & Privacy Act	26-27
BASD Network/Internet Guidelines	28-29
Parent & Student Signature Page	30

## **FROM THE PRINCIPALS**

The staff of Bloomsburg Elementary Schools welcome you to the 2022-2023 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 us.

## SCHEDULES

### 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. "One Call" sign up forms are in the office and need to be updated separately from the biographical data system. In addition to this, parents are encouraged to check local listings (TV and radio) on a regular basis for school delays and closings. Information is also available on the Social Media pages.

### DELAYED OPENING

A delayed opening means that schools open either one, two, or three hours later than scheduled. This adjustment will be made to bus arrival times at your home (if applicable) as well. Caregivers should consult the following list of delay times:

- One-Hour Delay- Doors open at 9:30am
- Two-Hour Delay- Doors open at 10:30am
- Three-Hour Delay- Doors open at 11:30am

### 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 canceled.

### DAILY SCHEDULE

TEACHERS AND STUDENTS REPORT TO:

- HOMEROOMS AT 8:30AM
- LATE BELL AT 8:45AM
- INSTRUCTION 8:45AM – 3:15PM
- DISMISSAL AT 3:20PM

## ATTENDANCE

Please visit website specific to your child's school for details related to Arrival and Dismissal procedures.

### TRUANCY

Truancy is defined as the willful act of staying away from/not coming to school for no legitimate reason. A truancy day will be an unexcused/illegal absence from school. Parents or guardians of students who are attendance concerns will be contacted by school

personnel to develop a Student Attendance Improvement Plan (SAIP) to assist the parents and/or students.

### 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 below).

**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 11<sup>th</sup> absence on.

### 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 guardian's 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). Students who accumulate three or more unexcused/illegal absences are truant. Students who accumulate six or more unexcused/illegal absences are considered habitually truant and will be referred to the county children and youth agency for services. Additionally, the school may file a citation against the parent in the magisterial district court.

Parents will receive written notification from the school when a child accumulates his/her third and sixth illegal absences. In addition, the school will work collaboratively with the parents to develop a Student Attendance Improvement Plan (SAIP) following the third illegal absence 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. No students will be dismissed from the office after 3:00 without prior notification or approval. 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.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.



For additional information, contact LEA Homeless Liaison, Kim Honabach, at 570-784-3167.

## **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 to send in a birthday treat with your child, please contact the teacher in advance so 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 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 you send a note and you have more than one child at the school, please make sure each child has a note for the dismissal change. 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. **The office must be notified of any dismissal changes no later than noon/12:00pm or the change will not be granted.**

### 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. A 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, Bloomsburg Elementary Schools 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 badge. 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, and information from the teacher.

There will be scheduled parent conferences in October. 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-four times per year in grades Kindergarten through Fifth district-wide. In grades three through five, students will be receiving quarterly numeric grades for core subjects: Math, ELA, Science and Social Studies. Grades will be accessible to parents through the FOCUS parent portal.

## STUDENT CONDUCT

### 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 Code of Conduct. 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 PROCEDURES**

***Food Service Charging Procedure*** - 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. 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. So please try to pay this balance as soon as possible.

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 may 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 District Magistrate as a result of civil action.

***Online Services*** - Bloomsburg School District Food Service Department provides parents a convenient, easy and secure online prepayment-service 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
- 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.

***Free & Reduced Meal Programs*** - Bloomsburg School District is a participant in the NSLP, meaning we must serve meals daily to students 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 \$.40 for lunch. Any a la carte purchases, the student will be charged the regular price. An application is available online at <https://www.paschoolmeals.com>.

*Free Breakfast-* Bloomsburg Area School District implemented a free breakfast program. ALL students qualify for free breakfast every morning. There is no application process.

### 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, laser pens, cellular phones, iPods, iPads, CD Players, MP3 Players, tablets or any other personal electronic device or stereos 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
- 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 parents. We appreciate your continued support to provide an environment that is conducive to teaching and learning.



## CODE OF CONDUCT

### PHILOSOPHY

The goal of the Bloomsburg Elementary Schools 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

The Bloomsburg Elementary Schools follow a school-wide system that teaches and reinforces positive behaviors. The system is called Positive Behavior Intervention Support (PBIS). The goal of the PBIS system is to promote positive behaviors for all students. 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 morning announcements, extra recess, free play, computer time, etc.

### PANTHER P.A.W.

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 morning announcements, extra recess, free play, computer time, lunch with the counselor and principal and school-wide activities. To begin the year, each class must receive 5 P.A.W.s to earn an incentive. As the year progresses, the goal increases.

### *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. 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. Horseplay/Ability to cause harm
4. Cutting class/school
5. Violation of policy for use of district technology
6. Failure to complete assigned detentions
7. Misbehavior at a school sponsored activity
8. Possession of obscene materials
9. Leaving school without permission
- 10.. Showing flagrant disrespect in words/gestures
11. Defacing school property
12. Gambling
13. Direct bullying (includes name calling, hitting, kicking, biting, shoving, spitting, etc.)
14. 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)
15. 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 SERVICES

### OVERVIEW

The health care team members are Mrs. Golomb, certified school nurse, Tara Rickert, LPN, and Lea Sokol, 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.

### EMERGENCY EPINEPHRINE OPT-OUT

Emergency epinephrine is used to counteract anaphylaxis (a rapid, severe, life-threatening allergic reaction) and is available in BASD by order of our school physician. If you wish to **decline** administration of emergency epinephrine for your student, you must contact the certified school nurse to review and sign an opt-out form.

### 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 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*

## **SPECIAL EDUCATION SERVICES**

The Bloomsburg Area School District is committed to supporting all students. Feel free to contact the Special Education Office with any questions or concerns. The Elementary Special Education Office is located at the Memorial Elementary School, 1100 Railroad Street, Bloomsburg, PA 17815.

Contact Information:

**DR. RICKI BOYLE, DIRECTOR OF STUDENT SERVICES**

**[RBOYLE@BLOOMSD.K12.PA.US](mailto:RBOYLE@BLOOMSD.K12.PA.US)**

**570-784-9100**

**ADMINISTRATIVE ASSISTANT- TBD**

### **SPECIAL EDUCATION**

In compliance with state and federal laws, notice is hereby given by the Bloomsburg Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who need special education and related services (eligible students).

If the district identifies your child, as possibly in need of such services, you will be notified of procedures, individualized services and programs available for children who are determined to need specially designed instruction under the following categories:

1. Autism
2. Blindness or deaf
3. Deafness
4. Emotional Disturbance
5. Hearing Impaired
6. Mental Retardation
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairments
10. Traumatic Brain Injury
11. Visual Impairment
12. Specific Learning Disability
13. Speech and Language Impairment

If you believe that your school age child may be in need of special education screening or evaluation, services are available to you at no cost, upon written request. You may request screening and evaluation at any time, even if your child is not enrolled in the district's public school program. Requests for evaluation and screening can be made to any building principal, school psychologist, or the Director of Special Education.



If you disagree with the results of the evaluation, you have a right to access an outside evaluation for your child. The Bloomsburg Area School District complies with all federal and state regulations and requirements regarding access to and provision of independent evaluations.

Act 212, the Early Intervention Services System Act, entitles all preschool age children with disabilities (ages three to the age of district enrollment) to appropriate early intervention services. The Pennsylvania Department of Education is responsible for providing those services to children.

For further information regarding early interventions services, contact the Central Susquehanna Intermediate Unit Preschool Program at 570-523-1155.

### **ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION**

State regulation, 22 Pa. Code § 4.26, declares:

Every school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards under § 4.12 (relating to academic standards). Programs under this section shall include appropriate bilingual-bicultural or English as a second language (ESL) instruction.

As used here, the term "program" refers to:

- 1) planned English language development instruction by a qualified ESL/Bilingual Education teacher, and
- 2) adaptations/modifications in the delivery of content instruction and assessments by all teachers based on students' language proficiency levels and the Pennsylvania English Language Development Standards (PA ELDS) Framework for ELs as well as the Pennsylvania academic standards.

Please feel free to use the contact information below should there be any questions pertaining to Bloomsburg Area School District's English as a Second Language Program:

Dr. Ricki Boyle, Director of Student Services  
[rboyle@bloomsd.k12.pa.us](mailto:rboyle@bloomsd.k12.pa.us)  
570-784-9100

### **GIFTED SERVICES**

Bloomsburg Area School District provides Gifted Education as regulated under Chapter 16 of the Pennsylvania School code.

For further information, please contact:

Director of Student Services, Dr. Ricki Boyle, [rboyle@bloomsd.k12.pa.us](mailto:rboyle@bloomsd.k12.pa.us), 570-784-9100

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords 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 to 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. Amanda Lombardo, Ms. Anne Eaton, Mrs. Makayla Snyder – Guidance Counselors  
Mrs. Myra Golomb- School Nurse

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 1, 2022**.

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

## **NETWORK/INTERNET GUIDELINES**

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*TERMS AND CONDITIONS SIMPLIFIED*

### **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.

Reference School Board Polices 224 Care of School Property & Policy 815 Acceptable Use of Internet, Computers and Network Resources.

**Board Approval - 3/17/97     Date Last Revised: 3/1/97**

PARENT & STUDENT SIGNATURE PAGE FOR STUDENT HANDBOOK & 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 August 31, 2022.**

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: \_\_\_\_\_

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: \_\_\_\_\_

