

Northeast Bradford Elementary School

210 Panther Lane

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ADMINISTRATION

William J. Clark, Superintendent of Schools

Robert J. Moore, High School Principal

Michael Murphy, Dean of Students

Scott Webster, Elementary Principal

Lee Anne Barrett, High School Guidance Counselor

Ariana Rife, Elementary Guidance Counselor

Mary Ann Boardman, Business Manager

Shannon Gorman, Director of Support Services

Dr. Laura Osenbach, Curriculum Instruction/Professional Learning

ALMA MATER

Hail, Dear Northeast, our noble alma mater, Midst stately hills, you stand so bold and true;

Maroon and gray will shine forever glorious; Within our hearts live memories of you.

Throughout the years you'll be our inspiration, The guiding light in each day of life.

WELCOME

Welcome to Northeast Bradford School District. It is our goal to encourage and assist you in achieving your educational goals. This handbook has been prepared so you may become familiar with the programs and procedures of Northeast Bradford. It is our belief that the school year will be more productive and enjoyable when all expectations are clearly explained. We encourage students to be committed to their studies, prepare for class, exhibit good citizenship, maintain good attendance and take advantage of the many opportunities that Northeast Bradford has to offer. It is equally important to approach every day with a positive attitude and a willingness to learn new things.

EQUITY STATEMENT

Northeast Bradford School District is an equal opportunity educational institution and affirms the right of all students to equal treatment without regard to sex, handicap, race, color, and national origin as required by Title IX, Section 504, and Title VI. For information regarding civil rights or grievance procedures contact William J. Clark, Title VI, Title IX, and Section 504 Coordinator, Northeast Bradford School District, 526 Panther Lane, Rome, PA 18837.



BEFORE AND AFTER SCHOOL

No student should be in the building prior to 8:00 AM unless requested by a teacher, his/her bus arrives early, or he/she has been issued an early pass at the request of parents. All students who arrive at school prior to this time will report directly to the cafeteria. After arriving on the school grounds, students are not to leave unless permission is granted from the office. No student should be in the building or on school grounds after dismissal unless requested by a teacher or participating in a supervised activity.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of school property, school supplies, and school equipment entrusted to their use. Students who damage school property or equipment will be required to pay for the damage done or replace the item.

FOOD AND DRINK

Food and drink within the classrooms are at the discretion of the classroom teacher. No glass bottles will be allowed.

STUDENTS AND TELEPHONES

Students who need to communicate with parents or guardians during the school day should secure a pass from their classroom teacher. Calls may be made from the front office or guidance office.

CHANGE OF ADDRESS

You must promptly notify the office, in writing, if you change your address or telephone number as well as any additional contact information. This includes temporary changes due to family circumstances.

EARLY DISMISSALS

All requests to leave the building while school is in session must be cleared through the principal's office. All students must sign out in the front office when leaving. Notes for early dismissal must include the date, destination, time of dismissal, and the name of the person who will be transporting the student.

REPORT CARDS/STUDENT PROGRESS

Daily monitoring of a student's academic progress may be tracked using the MMS Parent Portal or Student Portal which is located on the district webpage. A printed report card will be issued every 9 weeks and sent home with students. Dates for report card distribution will be posted on the school webpage.

PARENT CONFERENCES

Conferences with teachers, counselors or the principal can be made by calling the school office. The district will host parent/teacher conferences in November and in January.

BUS/VAN REGULATIONS

The Northeast Bradford School District is committed to ensuring the safety and well-being of each student. All students being transported by district transportation vehicles are under the authority of the bus/van driver and must comply with his/her requests. Procedures and safety rules help ensure the safety and protection of each student. Any student failing to follow the rules and procedures will be written up on a Bus Conduct Report that will be turned into the front office. Administrators will determine the appropriate disciplinary measures which may include temporary or permanent removal of transportation privileges.

Bus Notes - Students who plan/desire to travel on another bus must submit a parent/guardian written request to the front office. This permission request will be approved or denied by the administration. If approved, notes must be retrieved from the front office and presented to the bus driver in order to board that bus. The bus driver will only accept bus notes stamped by the front office.

AUDIO/VIDEO CAMERAS

(Refer to Online Board Policy 810.2)

Audio/Video surveillance equipment shall be used to monitor activity on school buses in furtherance of protecting the health, welfare, and safety of its students and bus drivers. Recording of a student's actions may be used to support disciplinary action. The Northeast Bradford School District is the sole owner of the recordings.

HEALTH SERVICES

The school nurse is responsible for all the care/treatment of all student injuries/illnesses that occur during the school day. After a nursing assessment, if the student's condition warrants dismissal from school, a parent or emergency designee will be contacted. Under no circumstances should a student who is ill leave school without seeing the nurse. Emergency contact sheets must be filled out by all parents at the beginning of the year. Parents should report any change of information to the office throughout the year. Parents/guardians can purchase school insurance that provides additional coverage for injury due to an accident during school. Participation in the program is optional. Additional services/procedures are listed below:

Communicable Diseases and Immunizations - (Refer to Online Board Policy 209)

In order to safeguard the school community from the spread of certain communicable diseases, the School Board requires that the following guidelines be followed:

- Immunizations – All students need to be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.
- Health Records – A comprehensive health record is maintained for each student enrolled in the district. The record includes the results of required tests, measurements, screenings, and regular and special examinations.
- Non-Attendance for the Health and Safety of the School – As directed by the Pennsylvania Department of Health Act, The Disease Prevention and Control Law of 1955 (35 P.S. 521.1-521.21) a child will be excluded from school if it is suspected that she/he has a communicable disease.

Health Examinations and Screenings – (Refer to Online Board Policy 209)

All students shall receive vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Medications – (Refer to Online Board Policy 210)

Medications are defined as all medicines prescribed by a licensed prescriber and any over-the-counter medicines. All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. Medication may not be transported by the van or bus driver.

- Non-prescription (over the counter) medication must be delivered in its original packaging and labeled with the student's name.
- Prescription medication must be prescribed by a licensed prescriber, delivered in its original packaging, and labeled with:
 - ◇ Name, address, telephone and federal DEA number of pharmacy.
 - ◇ Student's name.
 - ◇ Directions for use (dosage, frequency and time of administration, route, special instructions).
 - ◇ Name of the licensed prescriber.
 - ◇ Prescription serial number.
 - ◇ Date originally filled.

Asthma Inhalers/Epi-pen - (Refer to Online Board Policy 210.1)

The School Board permits students to possess asthma inhalers/Epinephrine pens and to self-administer the prescribed medication as needed. Possession and use of asthma inhalers/Epinephrine pens by students is in accordance with state law and Board Policy. When an asthma inhaler/ Epinephrine pens are initially brought to school by a student the school nurse is responsible to complete the following:

- Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which will be kept on file by the school nurse.
- Review pertinent information with the student and/or parent/guardian.
- Determine the student's ability to self-administer medication and the need for care and supervision.
- Maintain a log for all students possessing asthma inhalers/Epinephrine pens.

Epinephrine Opt-Out

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of epinephrine auto-injectors for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

FOOD ALLERGY MANAGEMENT

(Refer to Online Board Policy 209.1)

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

ATTENDANCE

(Refer to Online Board Policy 204)

Attendance shall be required of all students during the days and hours that school is in session. The school district is responsible for monitoring and maintaining records of the attendance of all students. Absences shall be treated as unlawful until the district receives a written excuse explaining the reason for an absence. A written explanation must be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Students who are absent from school are excluded from attending any school activity on the day of the absence unless special permission is granted by the principal.

TARDINESS

Students arriving after 8:45 AM are considered tardy. When students arrive late, they must report to the front office to receive a tardy pass that admits them to class. Parents are required to send a written note to explain the tardiness to be considered excused. Students who are habitually truant, tardy or who fail to sign in as required may be subject to disciplinary consequences.

ELECTRONIC DEVICES

Elementary students are prohibited to possess electronic devices while at school. Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to:

- Radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, and laptop computers, as well as any new technology developed with similar capabilities.

Penalties for Violations

School administrators and staff are authorized to confiscate a student's personal electronic device when used in violation of this policy. All confiscated personal electronic devices shall be delivered to the building principal's office as soon as practical for return to the student at the end of the school day.

DRESS CODE

(Refer to Online Board Policy 221)

The Board recognizes that in order to maintain a positive and appropriate learning environment in schools and to minimize the opportunity for student distraction and/or disruption the students shall comply with the following dress code:

- Un-hemmed sleeveless shirts that are not tight to the armpit or any shirts revealing midriff or cleavage. Halter tops, one shoulder tops, tube tops, backless shirts, spaghetti straps or any strap less than a dollar bill width.
- No revealing pants with excessive holes or tears that may display undergarments. Yoga pants must have over-garment/shirt that must come to mid-thigh. Shorts, skirts or dresses must be fingertip length.
- Excessive accessories including spikes, chains, etc. Any messages or images that express or imply obscenity, violence, drug use, the illegal use of any substance, sexual content or messages degrading others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- No bandanas and/or hats to be worn indoors, except during approved special dress days.

GUIDANCE

The high school counselors assist students in reaching their goals by focusing on academic, career and personal/social issues. Counselors concentrate on checking credits for graduation and discuss important academic issues. Students receive guidance in planning for academics and post-secondary training schools, colleges, and careers. The guidance office provides extensive information regarding opportunities, college and career planning, scholarships, financial aid, and graduation project information.

CONFIDENTIALITY OF STUDENT RECORDS

(Refer to Online Board Policies 216, 216.1)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes. The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

TOBACCO PRODUCTS

(Refer to Online Board Policy 222)

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe, vaporizer, e-cigarette or other smoking product or material and smokeless tobacco in any form. The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property. Incidents of possession will be reports to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

HAZING/BULLYING/CYBER BULLYING

(Refer to Online Board Policies 247 and 249)

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying/hazing. Any student who violates these policies shall be subject to appropriate disciplinary action.

Bullying - an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive.

Hazing - any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

TERRORISTIC THREATS
(Refer to Online Board Policy 218.2)

Students who make statements or act in a manner threatening the safety or well-being of others will be charged with making terroristic threats. Local law enforcement will be notified, as required by law, and appropriate disciplinary consequences will be applied.

PUBLIC DISPLAY OF AFFECTION

School is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved.

STUDENT DISCIPLINE
(Refer to Online Board Policy 218)

The district shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

CONTROLLED SUBSTANCES/PARAPHERNALIA
(Refer to Online Board Policy 227)

The district prohibit students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

STUDENT COMPLAINT PROCESS
(Refer to Online Board Policy 219)

A student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program. The individual student should first make the complaint known to the staff member most closely involved, or if none is identifiable, should attempt to contact the school counselor and resolve the issue informally and directly. The complaint may then be submitted, in turn, to the building Principal, the Superintendent, and finally the Board of Education. A student shall not be subjected to any reprisals because of filing a complaint.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS
(Refer to Online Board Policy 220)

The district respects the right of students to express themselves in work or symbol and to distribute and post materials in areas designated for posting as part of that expression. All posters or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by the office. It is understood that all signs posted will be taken down after a reasonable length of time.

STUDENT FUNDRAISING
(Refer to Online Board Policies 229, 618)

Student fundraising shall include solicitation and collection of money by students in exchange for goods or services. Funds collected by students must remain in the account for which they are raised and be used for the sole purpose of each individual group. The building principal shall be responsible to approve school fundraising organizations and fundraising events.

PROMOTION/RETENTION
(Refer to Online Board Policy 215)

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

MAKE-UP WORK

Students who are absent are responsible for getting all homework and missed assignments upon their return to school. If the student is or will be absent more than three (3) consecutive school days, the parent should contact the Guidance Office for missed work. The work requested will be available for pick-up by a parent or friend 48 hours from the time of notification.

ACCEPTABLE USE OF COMPUTER RESOURCES AND INTERNET

(Refer to Online Board Policy 815)

It is the policy of the district to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or another individual to engage in any activity that does not conform to the established purpose and general guidelines and policies of the network.

STUDENT ASSISTANCE PROGRAM

(Refer to Online Board Policy 236)

The SAP is designed to assist school personnel in identifying issues that pose a barrier to a student's learning and school success. These issues include but are not limited to alcohol, drugs, and other concerns. The SAP is a systematic process using effective and accountable professional techniques to mobilize school resources and remove barriers to learning. SAP provides the parent and student with information about services available within the community.

WEAPONS

(Refer to Online Board Policy 218.1)

The District prohibits students from possessing and bringing weapons and replicas of weapons, including knives, into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

LOST AND FOUND

Report lost or found books, clothing, or any other article to the Main Office. Lost articles are disposed of after each marking period. If a book is lost, the student is responsible for the replacement cost. The student needs to clearly label personal belongings.

VISITORS

All visitors are required to sign in at the front office and provide ID. Visitors are required to wear an ID badge at all times. Students from other schools are not allowed to visit the building during the school day, excluding school-sanctioned activities, clubs, or events. Outside speakers and guests who supplement class instruction or a curricular activity or event must be approved by the building principal.

PANTHER ACADEMY

The Panther Academy offers a flexible and supportive learning program for students and parents seeking an alternative to the conventional classroom education through online instruction. Tuition-free programs are available to students in grades K-12. Students earn a diploma from Northeast Bradford School District and may walk at graduation. Students are provided high-quality curriculum and teacher support, tuition-free. For further information please contact the district office at (570) 744-2521.

EMERGENCY SCHOOL CLOSINGS

In case of an emergency school closing, information will be broadcast over radio and local TV. Parents are requested to make arrangements for the supervision of their children in the event of any early dismissal, delay or cancellation due to inclement weather conditions. In the event it becomes necessary to close the school and dismiss students earlier than usual due to weather or some other emergency, announcements to the public will be made over the following local radio and television stations, the districts Facebook page, CR Family app., One Call Now and web page (www.nebpanthers.com)

<u>RADIO:</u> WHWK (98.1 FM) Binghamton	<u>TV:</u> WNEP-TV (Channel 16) Avoca
WATS-WAVR (960 AM, 102.3 FM) Sayre	WYOU-TV (Channel 22) Scranton
WTTC (1550 AM, 95.3 FM) Towanda	WBRE-TV (Channel 28) Wilkes-Barre
WHGL-WIGGLE (1310 AM, 100 FM) Troy	WBNG-TV (Channel 12) Binghamton

STATE ASSESSMENT DATES

PSSA Exams	
PSSA ELA (Grades 3-8)	Testing Window-April 15-26, 2019
PSSA Math (Grades 3-8)	Testing Window-April 29-May 3, 2019
PSSA Science (Grades 4-8)	Testing Window-April 29-May 3, 2019
Make-ups	Testing Window-April 29-May 3, 2019
Keystone Exams	
Winter -Algebra, Literature, Biology	January 7-18, 2019
Spring - Algebra, Literature, Biology	May 13-24, 2019