

Welcome to the Burrell School District's Elementary Schools!

This booklet has been developed for the purpose of providing the students and parents of our elementary schools with information concerning guidelines, offerings, and programs. Whether you are currently enrolled, just beginning, or transferring from another school, we are pleased to have you with us.

Students, parents, and staff are proud of our educational excellence, which is demonstrated and practiced at each grade level. You will also share in this pride as you visit our schools, become involved, and get to know your child's teacher.

As we work together in educating your child, we appreciate and encourage your participation in the process and suggestions for improvement.

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STEWART AND BON AIR ADMINISTRATIVE STAFF AND PERSONNEL

Superintendent	724-334-1406	Dr. Shannon Wagner
Director of Student Services	724-334-1406	Dr. Gregory Egnor
Business Administrator/Board Secretary	724-334-1406	Mrs. Jennifer S. Callahan
Bon Air Elementary Principal/ Title I Coordinator	724-334-1463	Miss Amy Lenart
Bon Air School Secretary	724-334-1463	Mrs. Deanne Kuruc
Bon Air Guidance Counselor	724-334-1463	Ms. Mary Balich
Bon Air Nurse	724-334-1463	Mrs. Patty White
Stewart Elementary Principal/Transportation Director	724-334-1483	Mr. James R. Croushore
Stewart Elementary Secretary	724-334-1483	Mrs. Diana Dohmen
Stewart Elementary Nurse	724-334-1483	Mrs. Patty White
Stewart Elementary Guidance Counselor	724-334-1483	Mrs. Denise Schrock
Elementary Librarian	724-334-1463 / 724-334-1483	Mrs. Tracy Petzuk
District Website	www.burrell.k12.pa.us	



Burrell School District



School Calendar 2019-2020

July-19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

August-19

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September-19

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October-19

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November-19

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December-19

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January-20

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February-20

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March-20

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April-20

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May-20

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31						

June-20

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28	29	30				

Calendar Key and Dates

No School for Staff or Students
 No School for Students
 No School unless used as Snow Make Up

8/19 & 8/20		In-Service
8/21 to 8/30		Clerical Day Window
8/29		Project Discover, Elementary Buildings
9/2		Labor Day
9/3		First Student Day of School
9/4		Project Discover, Huston Middle School
9/5		Project Discover, Burrell High School
9/27 & 10/25		Two Hour Early Dismissal-Students only
11/11 & 11/12		In-Service/Conferences/Act 80 Days
11/27		Two Hour Early Dismissal
11/28 - 12/2		Thanksgiving Recess

12/23- 1/3		Winter Recess
1/17, 2/14 & 3/13		Two Hour Early Dismissal-Students only
1/20		Martin Luther King Day, In-Service
2/17		1st Snow Make Up
3/16		3rd Snow Make Up
4/8		4th Snow Make Up
4/9-4/13		Spring Recess
5/22		2nd Snow Make Up
5/25		Memorial Day
6/11		Last Student Day/Act 80
6/12		In-Service

Board Approved March 19, 2019

VISITING YOUR SCHOOLS

You are always welcome to visit your schools. In order to avoid interruption of the instructional program, you are asked to confer with your child's teacher only at a mutually agreeable time. For the same reason it is important that telephone calls to the school be kept to a minimum.

All parents/visitors must enter the building by requesting entry at the designated main entrance and reporting directly to the office to sign in and out. The Burrell School District uses a visitor management system in all of our district buildings. The system is called V-soft, provided by Raptor Technologies, Inc. (more commonly referred to as "Raptor"). The system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer, more monitored environment for our students and staff.

Upon entering a district building, visitors will be asked to present a valid state- issued ID, which will be scanned into the system. Upon reading the information, Raptor will check the national database to identify sexual offenders. It is important to note that the Raptor System only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information connected to the visitor's driver's license is not accessible to any of the users. Once entry is approved, a photo badge will be generated that identifies the visitor, the date, and the purpose of his/ her visit. Visitor badges must be returned to the office at the conclusion of the visit.

For the safety of our students no pets are permitted on school property.

THE SCHOOL DAY

The elementary schools have a minimum of five and one-half instructional hours per day for Full-Day Kindergarten and Grades 1 - 5.

The time is as follows: All Day Kdg. & Grades 1 - 5 9:10 - 3:40 (45 minute lunch/recess)

Children may enter the building at 8:50 a.m. Please do not bring children to school any earlier than 8:50 a.m. No supervision is available before 8:50 a.m.

ATTENDANCE

The School Laws of Pennsylvania require all children between the ages of eight and seventeen to attend school continuously through the school term. Once a parent enrolls a child in school, he/she must attend until the age of seventeen unless he/she is legally excused. All absences are considered illegal except for the following reasons: personal illness, death in the immediate family, impassable roads, quarantines, and "exceptionally urgent reasons" approved by the principal.

An Educational Family Trip will be a legal absence when request is evaluated by the building principal as being of an educational value sufficient to merit an excused absence. An educational trip request form, which may be obtained from the school office or the Burrell website, must be completed and approved by the building principal at least two (2) weeks prior to the trip for absence to be legally excused. An educational trip does count toward total days missed for the school year. Any family trips for which prior approval is not obtained may be considered as unexcused and/or unlawful, and if in excess of three days, a First Notice of Truancy may be served to the parent/guardian. Students will be required to make up missed work.

Take Your Child to Work Day In order for your child to receive a **legal** absence on this day, you must provide your request at least two (2) weeks in advance on company letterhead to the building Principal. Students will be required to make up missed work.

Upon prior approval from the building principal, students may be excused from school to participate in an educational trip and/or "Take Your Child to Work Day" provided that:

- the school is notified in writing at least two (2) weeks prior to the trip;
- the student is willing to make up missed work;
- in any given year, the family educational trips should not exceed a total of five (5) school days. A student's educational trip approval is contingent upon their attendance record for the current year;
- the student has not accumulated ten (10) or more absences that school year;
- no standardized testing is occurring. (PSSA, OLSAT)

STUDENT ABSENCE

When a student is absent from school, **the parent/guardian should place a parent request for an absence in Skyward** by clicking **Attendance** (left side of the screen), then choose **Enter Absence Request** (on the right side of the screen), and add a request for your child. Please include your name, your phone number, your child's name, grade, a reason for the absence, and date of absence. At this time you may request homework, which may be picked up after 2:00 p.m. in the office.

After a child is absent from school, he/she is required to present an excuse from his/her guardian or a medical excuse upon return to school. In the event of excessive absences, a letter will be sent home. When the absences reach 15 days, medical excuses will be required for all subsequent absences.

STUDENT TARDINESS

In the event students are late to school, parent/ guardian must accompany their children to the office and sign them in.

Tardies are only excused when accompanied by a medical excuse. All other tardies will be considered unexcused. Unexcused tardiness may be counted as illegal absences after the total accumulated minutes equals a half day of instruction time.

EARLY DISMISSAL

Requests for early dismissals are disrupting to the school program and tend to lessen the importance of school in the minds of the children. You are asked to refrain from making such requests, except for very urgent reasons.

You must send a note on the day of the early dismissal stating the time and reason of the dismissal. Children must be picked up in the school office. Parents are requested to wait in the office for their child. Photo I.D. may be required.

EMERGENCY CARDS

At the beginning of each school year, every student must have an emergency card completed/updated through Skyward. If a parent cannot be reached, the instructions on the emergency card will be followed. Each card must have the telephone number of a reliable neighbor or relative that can be reached in the place of the parent to take a sick child home.

REGISTRATION

Children who will be five years old on or before September 1 are eligible for kindergarten. Children who will be six years old on or before September 1 are eligible for first grade.

Registration is held in January. The exact dates, times and places are announced in the local newspapers. Notices are sent home with those attending the elementary schools and posted on the school website. Kindergarten Screening is held in May.

Parents/Guardians must present a birth certificate and immunization records as proof of the child's eligibility for school. You must also provide one of the following: mortgage, deed, current lease, or property tax receipt demonstrating that you reside in the Burrell School District. A driver's license with the same address as on the residency document and a current utility bill (Gas, Electric, Water or Sewage) will also be needed as proof of residency.

Families that move into the Burrell School District should register at the district administration office.

CHANGE OF ADDRESS

A parent or guardian should immediately notify the school of any change in address, telephone number, or bus stop. A parent is required to sign a district Student Change of Status form for change of address within the district within 15 days of moving. An updated driver's license, a mortgage/deed/current lease showing the new address, and a current utility bill from the new residence (Gas, Electric, Water or Sewage Only) will also be needed as proof of residency.

TRANSFERS

Families who move into Burrell School District should register at the district administrative offices. Parents must sign a withdrawal form before moving. Families who move from the district should obtain transfer papers to present to the new school. No records will be sent to the new district until all financial obligations are met. This includes any outstanding lunch balance. All books (classroom & library) must be returned before records are sent.

EMERGENCY CLOSING OF SCHOOLS

When the weather conditions make traveling dangerous, our schools will be closed or will be delayed for 2 hours. Announcements of the closing/delay of school will be provided through the School Messenger system, the Burrell website @ www.burrell.k12.pa.us, KDKA, and WTAE (includes WHTX-FM) news stations.

Should weather conditions compel us to have an early dismissal, all parents will be notified by the district through the School Messenger system, the Burrell website @ www.burrell.k12.pa.us, KDKA, and WTAE (includes WHTX-FM) news stations.

SIX DAY CYCLE

The schedule for classes on the elementary level will be based on a six-day cycle. This is a rotation process based on numbering the days 1, 2, 3, 4, 5, 6. The advantage of this rotation is to help our students receive all courses of study uninterrupted due to school delays or cancellations.

BICYCLE RIDING, SKATEBOARDS, AND HEELIES

Bicycles, Skateboards, and Heelies are prohibited from being ridden to and from school due to hazardous road conditions. No shoes with wheels are permitted in the building at any time.

BOOKS, SCHOOL, AND SUPPLEMENTAL SUPPLIES

The Burrell School Board furnishes all textbooks and ordinary supplies. Children are expected to take reasonable care of all books and are held responsible for any loss or damage.

Once children use supplies distributed by the School District, it is the responsibility of parent/guardians to provide supplemental items.

BUS INFORMATION

Bus changes are allowed only in case of an emergency. No bus changes are allowed for play dates, parties, etc. Please send a note with your child listing the bus number, stop, and the reason for the changes. The office will call for the approval of the student bus change.

The Burrell School district does offer parents alternative transportation changes when the changes are consistent and ongoing throughout the school year. An alternative transportation change form must be completed and returned to Rosemary Slomkowski at this email address; slomkows@burrell.k12.pa.us This form can be found on the Burrell School District Website;

<https://www.burrell.k12.pa.us/userfiles/200/my%20files/alternative%20transportation%20form.pdf?id=3523>

CHEATING

Cheating is not an acceptable practice in the Burrell School District. The classroom teacher will handle any incidence of cheating on an individual basis.

GIFTS

Flowers, balloons, gifts, etc. are not to be sent to the school for distribution to your child for any reason.

LOST, DAMAGED, DESTROYED MATERIALS

In cases where textbooks, library books, or other materials are lost, damaged, or destroyed, it is the responsibility of the student/parent or guardian to make restitution for the materials.

The replacement cost of the textbook or library book will be charged for all lost books. Payment for books found and returned within the same fiscal year will be refunded.

FOOD SERVICE – CAFETERIA INFORMATION 2019-2020

The mission and goal of the Burrell School District Food Service Department is to encourage healthy eating for students by providing affordable and appealing meals of high nutrition and quality in an atmosphere of cleanliness, cheerfulness and personal caring. Please review the following information regarding Food Service.

- BSD Food Service serves breakfast, lunch, and a la carte items including milk in each building cafeteria. Breakfast is not served when school is on 2-hour delay. A la carte items are items that are sold separately and not designated as part of the school lunch or breakfast meal.
- A computerized Point of Service (POS) Debit System is in place. Every student is assigned a unique 5-digit PIN number. This system allows for no status identification. Students enter their own PIN number when they reach the cashier. At that time, money is deducted from the account for cafeteria purchases. Money on account may be used for breakfast, lunch and a la carte items. **A la carte items including milk can only be purchased when there is money in the student's account or cash on hand to cover the full cost.**
- Students may pay cash daily, but it is recommended that an account balance be kept. Any amount of money can be sent in for your child's debit account, either cash or check. Checks should be made out to BSD Cafeteria and include child's name/PIN number in the memo. Payment can be sent in with your child, dropped off at the office, or mailed. Deposits sent with students in grades K-8 will be deposited on student account in full and no change will be given to these students. Payment can also be made online by credit card or electronic check by using the electronic payment system through Skyward. This gives parents the ability to make payments, view current account balances, set up reminders for low balance notifications, and view your child's purchases and activity. More information about the electronic payment system and accessing your child's account information is posted on the district website under Food Service.
- The district participates in the National School Lunch Program which allows for free and/or reduced price meals to qualifying students. Applications for free and reduced status must be done **annually**. Only one application per family is required. You can apply on line at: www.compass.state.pa.us. Applications are also sent home with each child at the beginning of the school year. If you receive a "Direct Certification" letter, no application is required because it automatically qualifies all students within the household for free meals. Students who are eligible for free or reduced price meals may also keep money in their debit account to purchase a la carte items. All purchases, including meals, made prior to being approved for free or reduced status must be paid according to full price. **Free and/or reduced pricing refers to a full reimbursable breakfast and lunch and does not include a la carte items selected separately such as milk.**
- *The POS system is a debit system - not a charge account.* Parents/guardians are responsible for maintaining funds in the account to use the debit system. If your child does not have cash on hand or money in their account, the **SCHOOL MEAL ACCOUNT PROCEDURES** below are in place to provide a school meal to students and to collect payment. *Note: All school meals provided will be charged at full price to the student's account. Parents/guardians are responsible for full payment of all charges incurred as a result.*
- At the end of each school year, any funds remaining in your child's account will carry over to the following year. Parents of graduating seniors should pay any outstanding balance prior to graduation. Funds remaining in a senior account will be transferred to a sibling or a refund may be processed upon request.
- *Please visit the district website Food Service Department page for more information.*

SCHOOL MEAL ACCOUNT PROCEDURES

SCHOOL MEAL CHARGES AND ACCOUNTS

The District permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the District's food service program, the District establishes the following procedures to provide a school meal to students and to collect payment for school meals provided.

- Students may incur charges for reimbursable school breakfast and lunch meals only.
- Students who owe funds will be limited to one reimbursable breakfast and one reimbursable lunch per day.
- Ala Carte items including milk shall not be provided to students without sufficient account balance and/or cash on hand.
- Current student account balances are available at all times through Skyward and/or by calling Food Service Director.
- Parents/Guardians are responsible for payment of student purchases.
- Students who cannot pay for a school meal or owe money for school meals may not be publicly identified or stigmatized.

COLLECTION OF UNPAID MEAL CHARGES

- The District shall make reasonable efforts to collect outstanding balances from parents/guardians.
- When payment is owed for at least 5 meals, the District will communicate with parents/guardians regarding the National School Lunch Program (NSLP) application for participation.
- The District shall use the following methods to communicate with parents/guardians regarding outstanding balances and to collect money owed: Skyward notifications, automated phone calls, personal phone calls, emails, notices to parent/guardian, letters mailed to parent/guardian, and/or submission for collection when other methods have been unsuccessful.

CHILD ABUSE

Under the Child Protective Service Act of 1975, all school district personnel (administrator, teacher, nurse, etc.) are mandated by law to report suspected child abuse. Reports of suspected abuse will be made immediately by telephone and a written report follows within 48 hours.

Concerned citizens may also make a report of suspected child abuse if he/she has reasonable cause to suspect that a child is an abused child by calling toll-free ChildLine at 1-800-932-0313. All reports made are strictly confidential, and you may remain anonymous. Parents may use the line directly without notifying the school especially in cases of pre-school children.

824. MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

Policy 824 provides examples of professional boundaries expected. The Burrell School District strives to provide a safe, positive learning environment for students in the schools. Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.

ELEMENTARY BAND AND CHOIR

The elementary band and choir are made up of students from grade 4 and grade 5. They meet twice a week for 45 minutes. Instrumental lessons are given one time a week to fourth and fifth grade students to prepare them for their weekly participation in the building band. The band and choir prepare for a public concert during the school year.

LIBRARY

The students in Kindergarten through 3rd grade have one forty-five minute library period per 6-day cycle. 4th and 5th grade students can utilize the library for research and borrowing books. A student identification number is required for checking out books.

FIRE DRILLS

In accordance with the School Laws of Pennsylvania, fire drills are held no less than once each month, depending on weather conditions (they will be rescheduled in a new month). Children are taught to leave the building quickly and safely.

LOCKDOWN DRILLS

Lockdown drills will take place throughout the school year. These drills are conducted to establish procedures regarding how to respond to a critical incident within or around the school building. These drills are designed with the help of a school safety committee, local law enforcement, and emergency management officials.

PTA

The education of your child is a cooperative enterprise. Close cooperation and understanding between the home and the school are most important. To help achieve this, there is a parent-teacher organization in each of the schools. Stimulating and challenging meetings are held several times a year. You are urged to join and to become an active member of one of these groups with just one idea in mind - the educational well being of your child and all children.

VOLUNTEER CLEARANCES

All Volunteers working with students must have board approved clearances. Clearance information can be found on the Burrell School District website. Clearances must be dated within 1 year of application and must be renewed every 5 years to maintain volunteer status.

HOMEBOUND INSTRUCTION

When children are unable to attend school for an extended absence because of illness or injury but are able to profit from instruction, teachers are assigned for a limited period, usually for no more than five hours a week, to provide instruction at home. A physician recommending homebound must provide the following information to the building principal for approval:

1. Diagnosis
2. Prognosis and estimated length of time the student should remain at home.
3. A statement clearly indicating that classroom attendance will be harmful to the pupil.
4. Restricted or special circumstances, if any, under which the pupil should be taught.

HOMEWORK

Homework may be defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the direct and immediate supervision of the teacher. It can take a variety of forms and may be based on need and special interests as determined by the teacher. In August or September, each student in grade 1-5 will be given a planner for assignments. Parents should check nightly for homework.

Homework is a very important part of a child's education, and all homework assignments are required to achieve goals set for the grade level or school. To be meaningful, homework should be related to classwork. A good assignment stems directly from preceding classwork, and the completion of it is related clearly to what has been done in class.

Purposes of Homework:

1. To enrich and extend school experience through related home activities.
2. To reinforce learning by providing practice and application.
3. To stimulate effort, independence, responsibility and self-direction.
4. To encourage a carryover of worthwhile school activities into permanent career and leisure interests.

(See the Homework Guidelines located at the end of this Handbook for more specific details.)

INFORMATION TO BE SENT HOME (FLYERS)

All flyers going out of the elementary school office for anyone (students, teachers, faculty, and parents) must be approved by the superintendent and principal.

SELLING/SOLICITATION

Students are not permitted to sell items for fund raising during school hours for outside organizations.

HEALTH SERVICE

The health office is open during regular school hours. The Pennsylvania School Health Law requires that the school provide medical examinations for children upon original entry into school and dental examinations upon original entry into school and in grade 3. Parents will be provided with forms and may choose to have their child receive a private exam. Any student who has not returned a private exam will be scheduled for a school exam. Vision, height, weight, and BMI screenings are done each year. Parents will receive notification of the results of these screenings. Hearing exams are done on all students in K-3, and parents are notified if the student does not pass the test.

MEDICATION POLICY

The Burrell School District recognizes that parents have the primary responsibility for the health of their children. Although, the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Please refer to the medication policy that was sent home on the first day of school for directions or call your school nurse at Bon Air 724 334-1463 ext. 4117 or Stewart 724-334-1483 ext. 5029.

Students are not permitted to carry medication during school hours. All medications must be delivered to the school nurse by a parent or responsible adult along with the proper paperwork. The medication must be in the original container and properly labeled. Exceptions can be made for inhalers with the approval of the school nurse.

Fieldtrips: If your child requires prescription medication to be given during a fieldtrip, please call the school nurse at the beginning of the year or as soon as possible to make arrangements.

PARTIES

PTA-sponsored parties are held at Halloween, Christmas, and Valentine's Day, only. **There are to be no parties for any other reason without the permission of the principal.** All snacks and beverages consumed during these PTA-sponsored parties are provided by the PTA and district food service as approved by the building principal. All treats brought from home must be pre-wrapped in original product packaging or plastic wrap/bags and must be exchanged, not consumed, at school.

A child may bring a treat on the day of his/her birthday. Treats should be kept simple, NO PIZZA PARTIES, PLEASE. **In order to avoid embarrassment to any child, invitations to individual parties are not to be passed out in school unless girls ask all girls or the entire homeroom class and boys ask all boys or the entire homeroom class.** All student information is confidential; therefore staff personnel cannot give out any information regarding addresses, telephone numbers, or any other personal information. Office personnel do not send out invitations/mail for any reason.

SCHOOL SAFETY ZONE

This is the area within 1,000 feet of the real property on which is located a public, private or parochial school, college or university. A student/person 18 years of age or older who is caught trafficking drugs to minors (anyone under 18 years of age) within the zone and is convicted of that offense shall be sentenced to a minimum of at least 2 years confinement.

WATER BOTTLES

Students are permitted to bring water bottles to school and fill the water bottles at a water fountain or bottle filling station within the school. Please use a clear water bottle for use inside the Burrell Elementary Schools.

PICTURES

Pictures and videos of students must be approved through the school office. Students must have a picture approval form on file in the elementary office to have a student picture taken for ANY event. This includes pictures of students on field trips, classroom parties, and school events.

SCHOOL PICTURES

School pictures are taken once each year, usually in late September or early October. The exact date and cost of the pictures will be given prior to the date when pictures are taken.

Parents are encouraged to plan for picture day making sure the child is attired for best possible results. Each child will have to have his/her money when the picture is being taken. A notice will be sent home explaining the procedure. Parents will deal directly with the company when making provisions for poor pictures and refunds.

REPORTING STUDENT PROGRESS

Report cards will be issued four times during the school year. Up to date student progress can be reviewed on Skyward. Parent-teacher conferences will be scheduled in November for grades K-5, and throughout the year as the need arises. These conferences will provide an opportunity to share information, which will lead to a better program for your child. Please make every effort to resolve any problems with your child's teacher. Should you then feel that further assistance is necessary, contact the elementary principal or guidance counselor.

SCHOOL DRESS

Appropriate dress and appearance of students are expected. The criteria for dress and cleanliness will be measured by whether it is disruptive or infringes upon the health and safety of our school. The following code will serve as our standard:

1. Bare midriff, bare shoulder, and halter-top clothing are prohibited.
2. Shirt tops with larger than normal armholes will not be permitted.
3. Outdoor type outerwear, i.e. 'jackets' are not permitted.
4. No sunglasses or headgear such as hats, hoods, triangle scarf and bandanas. No heavy chains or chains on wallets will be worn inside the building.
5. The length of skirts and shorts should be reasonable in length. Fourth and Fifth grade students must wear skirts/shorts that are at the fingertips in length.
6. Obscene prints, pictures, or text are not permitted on school apparel.
7. Shoes should be a reasonable, secure style with a back strap for climbing up and down stairs and participating in physical education/gym class and recess safely. **No flip flops permitted.**

Students are encouraged to **wear suitable, protective clothes** to school and then adjust to the warmth of the buildings by changing or removing unnecessary layers.

SCHOOL INSURANCE

Parents may purchase a school group accident insurance for their children at minimum cost at the beginning of each school year. The policy covers injuries by accident while the child is in school or is traveling to and from school. Policy information will be provided on the first day of school.

BURRELL SCHOOL DISTRICT STANDARDIZED TESTS

In accordance with the recommendations of the Superintendent of Schools, the Board of education has approved a designated policy to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement and aptitude.

The results of these provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the coming school year, the following tests will be administered to elementary students as part of this program:

<u>NAME OF TEST</u>	<u>GRADE</u>	<u>WHEN GIVEN</u>
Early School Assessment	Kindergarten	Spring
DIBELS Next	K-5	3 Times a Year
PSSA Math/ ELA	3, 4, 5	Spring
PSSA Science	4	Spring
STAR 360 Math and ELA	1-5	Throughout the year

In addition to the above standardized-tests, Mastery Tests are given throughout the year in Math and ELA.

Your child's scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this system. Should your child transfer to another school system, a copy of his/her permanent records will be sent to the new school system upon request. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the principal's office.

TITLE I

The Title I program is a federally funded project to aid children who need additional help in the basic skills of reading. Children who qualify for this program demonstrate a need for special help in skill development. Children meet with the Title I teacher on a scheduled basis either in the regular classroom or in the reading resource room. Each Title I teacher is a certified reading specialist.

Funding for this program is based on the percentage of children on free and reduced lunches in the Burrell School District. You are encouraged to complete an application anytime during temporary lay-off or strikes throughout the school year.

VALUABLES: TOYS, ELECTRONIC DEVICES, etc.

It is recommended that NO valuables or large amounts of money be brought to school. Expensive toys are not to be brought to school. Trading cards are not to be brought to school. The school district will **not** be responsible for their replacement.

The Burrell School District will not be held responsible for any electronic devices brought into the building. Electronic devices may only be used for educational purposes. Please review the "Bring Your Own Technology (BYOT) Usage and Network Access Guidelines below.

BURRELL SCHOOL DISTRICT POSSESSION OF WEAPONS POLICY

At the school board meeting on November 8, 1995, the following policy was adopted:

SECTION 1. **Purpose.** The Board recognized that the possession of a weapon on school property, in school buses, or off school property at school-sponsored activities poses a risk of serious bodily injury and is, therefore, of concern to the Board.

SECTION 2. **Definitions.** For purposes of this policy, the following definitions shall apply:

“**Weapon**” shall include, but may not be limited to, any knife, cutting instrument, cutting tool, nunchaka, firearm, shotgun, rifle, any other tool, instrument, or implement capable of inflicting serious bodily injury or any look-alike replica of the above text.

“**School Property**” shall mean all buildings and grounds owned or controlled for and utilized by the Burrell School District, including, but not limited to, schools, administrative offices, bus garage, indoor and outdoor athletic facilities, parking lots, school buses, other school vehicles, and any public conveyance providing transportation to a school or school-sponsored activity.

SECTION 3. **Authority.** This policy is adopted in accordance with the Gun Free School Act of 1994 and Section 1317.2 of the Pennsylvania School Code.

SECTION 4. **Prohibition.** Beginning August 1, 1995, students are prohibited from bringing a weapon onto any school property or to a school-sponsored activity. Any weapon shall be immediately seized by school personnel and turned over to local law enforcement officials.

SECTION 5. **Penalties.** Students violating this policy shall be expelled for at least one (1) year. However, the Superintendent may recommend discipline short of expulsion on a case-by-case basis. In addition, students may be subject to criminal prosecution under 18 Pa. C.S.A. 912, which provides that possession of a weapon on school property constitutes a misdemeanor of the first degree.

SECTION 6. **Student Rights.** Students subject to disciplinary action shall retain all rights of due process under the Pennsylvania School Code, the regulations of the Pennsylvania Department of Education, and/or the Individuals with Disabilities Education Act.

SECTION 7. **Reporting.** The Superintendent shall report all incidents involving possession of a weapon as required by Section 1317.2 of the School Code.

SECTION 8. **Repealer.** Any policy previously adopted is hereby repealed to the extent that it is inconsistent herewith.

Policy 815 - Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems

Purpose

The Burrell School District recognizes the Internet, email and network resources as a viable and important educational resource.

The Burrell School District provides Internet and network (whether wired or wireless) access to administrators, teachers, staff, students and guests for educational and instructional purposes. The use of the Internet, email and network technology must be in an ethical, lawful and acceptable manner. This policy has been established to provide the guidelines for such use. All users are required to agree to this policy and sign the Acceptable Use Agreement Form.

Authority

The district has established an Acceptable Use Policy to be in compliance with the Children’s Internet Protection Act (CIPA) and Child Online Privacy Protection Act (COPPA).

This Policy clearly defines ethical and safe use of the Internet, email and network resources for our students, teachers, staff and guests.

Delegation of Responsibility

The Superintendent shall designate all members of the Burrell School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, the Protecting Children in the 21st Century Act and the Child Online Privacy Protection Act (COPPA).

Procedures for the disabling or otherwise modifying any district technology shall be the responsibility of Technology Director or designated representatives.

Guidelines

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use for commercial, private advertisement, for-profit purposes and/or non-educational purposes.
2. Use for lobbying or political purposes.
3. Use for any illegal purpose.
4. Use to copy, install or distribute copyrighted materials.[2]
5. Use to access, disseminate, transfer or share (such as sexting, emailing, or texting among others) pornographic, lewd or otherwise illegal images, photographs or materials.
6. Providing your login/password to another person.
7. Use of another person’s Internet, email or network account.
8. Use of threatening, obscene, harassing remarks and/or cyberbullying.[3][4]
9. Use to infiltrate, interfere or alter the district’s computer network.
10. Unauthorized access to the network, including “hacking” and/or “cracking.”
11. Use or downloading of unauthorized games, programs, files, music or other electronic media, including peer-to-peer applications, encryption software, etc.

12. Intentional destruction, modification, abuse or unauthorized access to network hardware, software and files.
13. Use that invades the privacy of others.
14. Use of personally owned devices in locker rooms, restrooms and nurse's office.
15. Use for non-work or non-educational related work.
16. Disabling or circumventing or attempting to disable or circumvent Internet filtering, virus protection software or the like.
17. Tampering, interfering or intercepting another user's email, network login or any personal information.
18. Disclosing or disseminating any personal information about themselves or others.
19. Use of inappropriate language/graphics or profanity.
20. Quoting of personal communications or works in a public forum without the author's prior consent including plagiarism.
21. Sending unsolicited bulk mail messages.
22. Disclosing names, addresses, and/or phone numbers of minors.
23. Use to access social networking content that is inappropriate and/or harmful to minors.
24. Use to act in a hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory, violent, bullying, terroristic way.
25. Use of the name "Burrell School District", including Burrell High School, Charles A. Huston Middle School, Stewart Elementary School, and/or Bon Air Elementary School, in any form on School District Internet pages or websites, on websites not owned or related to the School District, or in forums/discussion boards, and on social networking websites to express or imply the position of the Burrell School District without the expressed, written permission of the Superintendent.
26. Post false statements, or assume the identity of another person.

Internet Etiquette

All users are expected to do the following:

1. Be courteous and respectful when communicating with others.
2. Use appropriate language. Swearing, vulgarities, or inappropriate graphics are not to be used.
3. Be respectful of other users regardless of race, sexual orientation, religion, age, gender, handicaps, ethnicity, or cultural differences.
4. Respect the privacy of other users.
5. Periodically purge unneeded email messages.

Bring Your Own Technology (BYOT) Usage and Guidelines

Technology has become an essential part of education at Burrell School District. Students today have access to a wide variety of mobile computing devices outside of school that they can use for research and assignments. With many students owning mobile computing devices and frequently using these devices for their school work, the district has recognized the need to allow students to utilize their own technology in a more seamless way at school.

A filtered Internet connection on our ***GUEST*** wireless network will be provided for student use. Students may be asked to use phones and devices **ONLY** for educational purposes including word processing, presentation development/delivery, as well as recording of audio and video. Under **NO** circumstances are pictures, audio or video recordings to be shared with others outside of the classroom where it took place. Students may also be asked to use cell phones to participate in polls which may require texting in which case, text charges may apply. Students and parents need to be aware of several rules and requirements before a device is brought to school:

1. The student is **solely** responsible for any equipment that s/he brings to school. The Burrell School District is not liable for lost, stolen, or damaged equipment. Students are encouraged to secure any devices in their lockers.
2. Student devices are to be used **ONLY** in approved classrooms (at teacher discretion) and with a specific educational purpose. The device should remain off and out of site in all other instances while on school grounds. Student devices may not be used to cheat on assignments or tests, or for noninstructional purposes (such as making personal phone calls and text/instant messaging. Inappropriate use of the device may result in confiscation of the device and/or disciplinary action.
3. Students are **NOT** permitted to use their own 3G/4G network as this is a violation of this policy, the Children's Internet Protection Act (CIPA) and the Child Online Privacy Protection Act (COPPA). Burrell School District will **NOT** be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
4. Students should **NOT** share their personal devices with anyone.
5. Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
6. The Burrell staff will **NOT** service any nondistrict technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.
7. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC polices are broken.
8. An audio recording made without the permission of the individual(s) being recorded is a violation of Pennsylvania's Wiretapping and Electronic Surveillance Control Act, and could subject the student to criminal prosecution.

Burrell School District Network Procedures

1. Filtering

- a. The Children's Internet Protection Act (CIPA) requires that filtering is on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Burrell School District has incorporated Internet filtering software. The filtering software is fully compliant with the Children's Internet Protection Act.
- b. All Burrell School District computers with Internet access shall be equipped with filtering software.
- c. The Children's Internet Protection Act also allows for the filtering to be disabled for adults for bona fide research or other lawful uses.

The Act specifically states:

An administrator, supervisor, or person authorized by the responsible authority (i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes.

Therefore, in keeping with the above guidelines of the Children's Internet Protection Act, the filtering service may be disabled on computers by the network administrator for a bona fide research or other lawful purposes. The filtering service may *not* be disabled by or for students or other minors for any reason.

2. Monitoring

- a. The Burrell School District reserves the right to record, check, receive, monitor, track, log, access, and otherwise inspect any and all systems use (including Internet, email and network) and to monitor and allocate files server space. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate uses.
- b. **USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S NETWORK (wired or wireless), INCLUDING THEIR PERSONAL FILES OR DEVICES.**

3. Internet Accounts

- a. All users will receive a Google Apps for Education account. This is a set of applications to enhance learning. Information is stored in the "cloud" which means over the Internet. All users should abide by all conditions of this policy. Users acknowledge this is a privilege and has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage.
- b. All users of the Burrell School District who use the Internet, email and network facilities (wired or wireless) must agree to and abide by all of the conditions of this Internet Acceptable Use Policy. These accounts will not be created until the educator/employee has signed the Acceptable Use Policy Agreement Form, which includes a signature from the authorized person in Burrell School District. Students will not be permitted to use district computers until a Student Acceptable Use Policy Agreement Form has been signed by the student and the parent/guardian.
- c. The Burrell School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The user shall be responsible for any unauthorized charges or fees incurred while accessing the Internet.

District Technology Usage Rules

Students will follow the following rules:

1. There is to be no food or drinks in computer areas.
2. No personal flash drives, downloaded files, etc. from home are to be used without the approval of the instructor, librarian, or Technology Department staff.
3. Students will not alter any setting or move icons on the computer or device.
4. Students are responsible for the computer or device assigned to them. Any problem detected on the assigned computer is to be reported immediately to the teacher.
5. Any student caught vandalizing a computer or device in any way will be referred to the building administrator for disciplinary action which may result in suspension from school and/or payment for damages.
6. Burrell School District reserves the right to monitor all activity on the district's computers, network, servers, Internet, email and Google Apps, etc.

Violations of these rules will result in loss of privileges to use Burrell School District technology, as well as appropriate disciplinary action.

Education, Supervision and Monitoring

The teacher or designated representatives will provide age-appropriate training for students who use the Burrell School District's Internet facilities. The training provided will be designed to promote the Burrell School District's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Burrell School District Internet Safety Policy.

2. Student safety with regard to:
 - a. Safety on the Internet.
 - b. Appropriate behavior while on online, on social networking websites, and in chat rooms.
 - c. Cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children’s Internet Protection Act (CIPA).

Following receipt of this training, the student will acknowledge that s/he received the training, understood it, and will follow the provisions of the district's acceptable use policies.

Policy Enforcement

Access to the Internet, email and district network is a privilege, not a right.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings

Despite the use of the filtering software, students and staff may gain access to inappropriate information. In respect to students, educators must monitor and supervise student Internet activity to the best of their ability.

If an inappropriate site has been reached, it is the responsibility of the student user to report it immediately to the teacher. The teacher and/or other staff member who reaches an inappropriate site is responsible for immediately reporting it to the district Technology Department. The Technology Department staff will block the site using the Internet filtering software.

The Burrell School District reserves the right to monitor online activities of minors on and off campus.

The user (student, teacher, staff member) shall be responsible to make full restitution (including all labor costs for repair or replacement) for any damages to equipment, systems, and software resulting from deliberate or willful acts.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;

2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

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

School District Limitation of Liability

The Burrell School District makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the district's computers, network, Internet, etc. will be error-free or without defect. The district shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The district shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, mis-delivered, or unavailable when using the computers, network, Internet, and electronic communication systems. The district will not be responsible for stolen, damaged, or lost personal devices of students, employees, contractors and guests. In no event shall the district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the computers, network, Internet, etc.

Policy 249 – Bullying/Cyberbullying

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying behaviors create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying behavior by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is repeated, aggressive, unwanted negative actions towards a student or group of students and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school including feelings of being unsafe and powerless.

Bullying, as defined in this policy, includes cyberbullying.

The Board recognizes that a certain amount of teasing is inherent among school age children. Therefore, verbal or physical actions that are not specifically defined as bullying may be deemed bullying in particular situations, on a case-by-case basis, by the school principal under the following conditions:

1. The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.
2. The warning shall be verbally issued to the offending student and shall be confirmed via telephone conference or school conference to the offending student’s parent/guardian.
3. The warning shall advise the student and parent/guardian that the school principal is available to further explain the purpose of the principal’s warning.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

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

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Students shall be informed that they may choose to report bullying complaints to the school principal, teachers, counselors, nurses, and administrators.

Any employee, who receives a bullying complaint, whether verbal or written, shall report such to the school principal. Each staff member shall be responsible to maintain an educational environment free from all forms of bullying.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

BURRELL ELEMENTARY SCHOOL HOMEWORK GUIDELINES

DEFINITION

Homework is any planned work completed outside the classroom with the approval of the teacher.

PHILOSOPHY

Homework is an important part of almost every learning activity. Since it is an important part of the student's academic experience, the teacher is not the only person responsible; the parents as well as the students must also assume their responsibilities. Cooperation between the home and school are vital if educational assignments are to make an important contribution to the total educational experience of the student. Homework is neither punishment nor busywork and should not be assigned for disciplinary reasons.

OBJECTIVES

The following objectives meet the needs of the elementary students:

1. That some homework can be individualized for special needs of various children.
2. That homework should be a natural and meaningful outgrowth of classroom activity with flexibility in quantity and purpose.
3. That homework standards and purposes should be clearly established by the teacher and understood by students and parents.
4. That homework should encourage the development of independent work habits, study skills, and a sense of personal responsibility so that the student may become an independent learner.
5. That homework should reinforce learning through the practice, application, integration and/or extension of knowledge and skills.
6. That homework should stimulate originality and creativity.
7. That homework should stimulate home-school communications and encourage parents to provide:
 - A. Suitable environment for study
 - B. Interest and assistance
 - C. Adjustment of activities and appointments
 - D. Home literature and materials (encyclopedia, dictionary, newspapers, atlas, writing tools)
 - E. Selective listening and TV viewing
 - F. Family enrichment activities
8. That homework should improve skills in basic subjects, prepare the student for classroom instruction, increase knowledge learned in classroom, and develop skills of research.
9. That homework should help students organize and condense knowledge, organize time and activities, and teach responsibility and a sense of accomplishment.

HOMEWORK GUIDELINES FOR TEACHERS

Homework should:

1. Stimulate voluntary effort, initiative, independence, responsibility, and self-direction.
2. Build on student's skill development and/or interests.
3. Reinforce school learning by necessary practice, integration, or application.
4. Be structured with a purpose.
5. Be of appropriate length.
6. Be realistic in scope and complexity.
7. Be reasonable in quantity and requirements in relationship to homework assignments for other subjects or courses, holidays, and activity participation.
8. Provide information to parents about students' educational program and their progress in it.
9. Encourage parent interest and assistance without requiring parent instruction.
10. Provide opportunity for home enhancement of school learning, skills, and interests.
11. Discourage copying or plagiarizing work for successful completion.
12. Encourage carry-over of worthwhile school activities to permanent leisure interests.
13. Be checked to observe learning, student weaknesses, and give value to the task.

Homework should not:

1. Be used as punishment or busy work.
2. Require that the student has special skills not learned previously.
3. Presume availability of home facilities, dictionary, thesaurus, maps, encyclopedia, study area, parental aid or supervision.
4. Monopolize after-school time for constructive use in expanding personal interests, developing special talents, engaging in beneficial recreation or jeopardize necessary rest period.

HOMEWORK GUIDELINES FOR STUDENTS

Each student has the responsibility to develop good work and study habits. The student, in preparing an assignment, should:

1. Budget time to complete assignments made and see that completed assignments are turned in on time.
2. Students are responsible for making up any work missed during an absence. Once the material has been assigned, it is up to the student to see that it is completed on time.
3. Ask for further explanation if original directions are not completely understood.
4. Develop a personal system for remembering and/or recording assignments.
5. Initiate the request for help when needed.

HOMEWORK GUIDELINES FOR PARENTS

Cooperation by the parents is a very necessary factor in the meaningful homework experience. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework.

1. Provide a quiet, well-lighted study area with a desk or table and a comfortable chair.
2. Keep study tools available: pencils, sharpener, pen, crayons, paper, ruler, dictionary. (An atlas, encyclopedia and globe of the world are available at-home aids also.)
3. Establish a regular time for homework. (Although home activities and appointments may require change of homework time, consistency helps to make study at home a regular habit of learning. For the primary child especially, doing homework immediately after school may be inadvisable since he/she may need the change of pace of rest or play.)
4. Limit television viewing and avoid TV or radio listening during study time.
5. Inquire about your child's homework and help him/her to budget time for completion and ample sleep.
6. Following an absence, have your child initiate a request for make-up work.
7. Encourage step-by-step work in long-term or major projects to avoid last minute, careless work.
8. At his/her request, help your child with homework tasks and show your interest in successful completion. **DO NOT DO THE WORK FOR YOUR CHILD.**
9. Share your own interest in reading, writing, learning or special talents with your child to show that you value learning.
10. Encourage your child to practice learning skills in home chores: shopping, home and yard care, personal belongings, care of pets.
11. Consider family trips and vacations that provide enrichment learning experiences.
12. Do not discard any papers without checking with your child first.

BURRELL ELEMENTARY SCHOOL DISCIPLINE GUIDELINES

Board Approved, May 2019

These Burrell School District Discipline Guidelines have been written to meet the needs of the Burrell Elementary Program.

WELCOME

We welcome you as a member of our schools. As a citizen of these schools, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens. Be proud of your school. Take good care of it and feel free to make suggestions for improving it.

The following discipline guidelines are for your information. Please read them carefully.

We wish to thank the Board of Education, faculty, parents, student representatives and many others for their suggestions in writing the guidelines.

With everyone's cooperation, these guidelines will provide a positive atmosphere for our schools.

We hope you have a successful, enjoyable and rewarding school year.

INTRODUCTORY STATEMENT

The environment for learning in a school may often determine how much learning takes place. It is the aim of the Burrell Elementary teachers and administration to be aware of the existing conditions in order to improve the school's learning environment. We must help children to develop an awareness of themselves and establish a sense of responsibility for the welfare and safety of others. It is the responsibility of the teachers and administration to develop the kind of behavior that is fostered by good judgment.

To achieve the above, a cooperative approach was followed. The teachers and administrators, in cooperation with students and parents, listed specific objectives to improve the Burrell Elementary learning environment. Schoolwide behavioral expectations for the Burrell Elementary Schools are:

- Be Safe
- Be Responsible
- Be Respectful

Students will see these schoolwide expectations posted in hallways, cafeteria, classrooms, and other common areas students frequent. The schoolwide expectations are posted to remind students of the importance of positive behavior.

DISCIPLINE ACTIONS RELATING TO BULLYING

Burrell School District Policy No. 249 addresses Bullying/Cyberbullying. These rules and regulations are to serve as general guidelines to which specific instances may be applied. A student will not make another person feel hurt, afraid, or uncomfortable over and over again for a long period of time.

Bullying, as it is counter to all the expectations set in our Burrell Elementary Schools Creed, will not be tolerated.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is repeated, aggressive, unwanted negative actions towards a student or group of students.

The following are steps students should follow to stop a potential bully:

1. Firmly tell the person who is bothering you what your feelings are and that you want the undesired treatment to stop.
2. Remove yourself from situations you share with the person who bothers you.
3. Talk to a family member for other strategies and support.
4. Contact a professional staff member to report incidents.

If a bully still does not stop, follow these steps:

1. Tell the staff member immediately responsible for the situation in which you are being bullied. (for example: Tell the bus driver if it is on the bus, cafeteria/recess aide if it is at lunch or recess, teacher if it is during class time.)
2. Talk to the Guidance Counselor for additional strategies and to reinforce your response to a bully.
3. If a bully persists, ask to talk with the principal.

Consequences for bullying are as follows:

If your bothering of others develops to bullying, you may attend a meeting with your parents/guardians, the Guidance Counselor, and the staff member who spoke with you. You may be asked to participate in conflict resolution with the Counselor/ESAP team member and the person you are bothering.

Consequences for persistent bullying, harassment, or intimidating are as follows:

1. 1st offense, you will be told to stop by your teacher or principal and your parents/guardians may be called
2. 2nd offense, you will meet with the principal and be reminded to stop
3. 3rd offense, QT will be assigned
4. 4th offense, in-school suspension will be assigned and you may be referred to ESAP
5. 5th offense, you will be suspended for up to three days
6. If continued offenses are reported, you may receive 3-5 days of suspension and local authorities will be contacted.
7. ESAP will make recommendations for you to cease your bullying behavior which may include the following: professional counseling, mental health evaluation, lunch bunch groups, social story groups, and/or peer/professional mentoring.

DISCIPLINE IN THE HALLS

These rules and regulations are to serve as general guidelines for student behavior in halls and stairways.

The order of responsibility for control of the halls and stairways rests with all teachers, the principal, and the aides.

1. Always walk in the halls.
2. Always walk on the right side of the halls and stairs.
3. Use handrails when going up and down the stairs.

4. When walking on the stairs, take one step at a time.
5. Always be considerate of classes that are in session.
6. If talking is necessary, it should be done in whispering tones.
7. Always keep hands and feet to self.
8. All artwork or other displays in halls should be admired and not touched.

DISCIPLINE IN THE CLASSROOM AND LIBRARY

It is the student's responsibility to be aware of the rules of each class and abide by these rules.

DISCIPLINE IN THE CAFETERIA

These rules and regulations, along with the schoolwide expectations, serve as general guidelines to which specific instances may be applied.

The teacher shall be responsible for instilling good lunchroom manners, and when notified of unacceptable behavior of students, shall work with those students in an effort to prevent future occurrences. The responsibility for the daily control of the cafeteria shall rest with the cafeteria aides and principal.

1. All students must be courteous and subject to supervision of cafeteria aides.
2. While waiting in line, students will stand in a single line.
3. All children will remain in the order they were when they left the room.
4. Children will be expected to use good table manners.
5. Use of restrooms will be monitored by the cafeteria or recess aides
6. A student may be separated from the other children during lunch for disruptive behavior.
7. Departure from the cafeteria will be in a quiet and orderly manner.
8. No food is to be taken out of the cafeteria and eaten anywhere else in the building or playground.
9. Students will remain in their seats until dismissal or permission has been granted to move.
10. Students are NOT permitted to return to their classroom at any time during the lunch period.

DISCIPLINE AT ASSEMBLIES

1. Students will respond appropriately to all presenters.
2. There will be no hissing, booing, whistling or excessively loud clapping.
3. There will be no food or gum permitted in the auditorium or gym.

DISCIPLINE IN RESTROOMS

These rules and regulations are to serve as general guidelines to which specific instances may be applied.

The order of responsibility for control of the restrooms begins with:

1. The adult responsible for letting the children go to the restroom.
2. The principal.

Students are expected to:

- a. Always flush toilets
- b. No graffiti in the stalls.
- c. Always wash hands after use.
- d. Use trashcans for disposing of paper towels.
- e. Only talk if necessary while using the restroom.
- f. Go directly to and from the bathrooms.
- g. Conduct selves appropriately in bathrooms.
- h. Report all malicious acts (destruction of property).
- i. Use soap and paper towels appropriately.

Classroom restroom breaks must be monitored by the teacher.

DISCIPLINE ON PLAYGROUND

These rules and regulations are to serve as a general guideline to which specific instances may be applied.

The recess aides will enforce the following rules and inform the homeroom teacher and principal of any repeated or serious violations. The teacher will address any student for their misbehavior. Should the child's behavior not improve, he/she would be referred to the principal for disciplinary action. The principal will then notify the teacher of any actions taken.

1. All students must be courteous and subject to supervision of recess aides.
2. Students must stay within sight of recess aides.
3. When weather conditions permit and we are able to use the blacktop area and field, the following games are permitted:
 - a. Team games - basketball, kickball, and similar games supervised by an adult.
 - b. Individual activities - jumping rope, hopscotch, toys brought from home, and similar activities.
 - c. General use of playground equipment - swings, sliding board, etc.
4. Report immediately to the recess aides any stray dogs or unsafe conditions.
5. All students must be courteous, prompt, and respectful when lining up to return to the building.
6. All students must enter the building quietly and orderly.
7. Any injury must be reported to nurse or homeroom teachers.
8. Use of restrooms during recess should be only for emergency. Child must report back to the playground for dismissal.

DISCIPLINE FOR INDOOR RECESS

These rules and regulations are to serve as general guidelines to which specific instances may be applied.

1. Students may work quietly at their desks or engage in quiet activities such as board games, drawing, and other similar games.
2. Students may talk quietly.
3. Students must remain in their own homerooms.
4. Games and activities that result in excessive noise in and/or movement about the room are not permissible.
5. Tossing, throwing, and hitting of objects are not permitted in the rooms.

ELECTRONIC DEVICES

Electronic devices (cell phones, cameras, iPods, iPads, and eReaders.) are not permitted to be operable or visible during school hours, including the bus ride to and from school. However, a teacher may permit the use of these devices for educational purposes. In this event, students may operate an electronic device under the supervision of the teacher only. In the event this is not followed, the following discipline may be taken:

1. First offense- one QT and device is confiscated until the end of the school day (student may pick the device up in the office)
2. Second offense- detention or in-school suspension and device is confiscated until a parent/guardian can pick up the device in the office.
3. Third and each subsequent offense- suspension and device is confiscated until a parent/guardian can pick up the device in the office.

The Burrell School District will not be held responsible for any electronic devices brought into the building. Since these items are attractive to thieves, students must be responsible for the above mentioned rules.

STUDENT ATTENDANCE

1. It is the responsibility of every student and his/her parent to get to school on time.
2. Students will be required to attend all classes unless properly excused by the nurse, teacher or administrator.
3. Parents are encouraged to use Skyward for reporting students absent. If not completed electronically through Skyward, all student absences must be verified in writing. This written excuse must be sent with the child upon return to school. If the excuse is not in by the third day, the absence will be marked as unexcused.
4. Students wishing to be excused early from school should create an absence in Skyward or bring in a medical excuse, dental appointment slip, or a written excuse from parent/guardian.
5. A Skyward notification will be sent when a child has been absent for an accumulation of ten days. After fifteen days, a medical excuse may be required. A "Truancy Elimination Plan" meeting with the principal, student, and parent/guardian may be scheduled.
6. A student and his/her parent/guardian will be warned by letter if charges are filed for truancy.
7. In the event students are late to school, parent/guardian must accompany their children to the office and sign them in.
8. A student is considered tardy if they arrive from 9:10 a.m. to 9:55 a.m. Arrival after 12:25 is a ½ day absence. Tardies are only excused when accompanied by a medical excuse. All other tardies will be considered unexcused. A letter may be sent for excessive tardiness.

GUIDELINES FOR IN-SCHOOL SUSPENSION/OUT OF SCHOOL SUSPENSION

The following acts represent violations of a serious nature. The violations may result in the assigning of a 1-3 (one to three) day suspension:

1. Use or possession of tobacco. (could result in a summary offense, and charges before the District Magistrate.)
2. Fighting/wrestling.
3. Stealing. (could result in a summary offense, and charges before the District Magistrate.)
4. Threatening, bullying, harassing, or intimidating others.
5. Food fights.
6. Student exhibiting a stubborn persistence in doing what he/she wishes in opposition to school rules or directions.
7. Extortion or threatening acts.
8. Disrespectful words or actions toward authority and/or any adult in the building.
9. Possession and/or sale of pornographic material.

The following acts are clearly of the most serious nature and are not only violations of school code but are also violations of State Penal Laws. These violations will result in an immediate suspension for a maximum of 10 (ten) days, referral to the School Board for possible expulsion, and possible referral to the appropriate law enforcement authorities.

1. Possession of weapons, look-a-likes, or objects which can reasonably be considered as weapons on school grounds, bus, bus stop, or other school related events.
2. Terroristic threats, threatening phone calls or bomb scares.
3. Threatening, bullying, harassing, or intimidating others.
4. Unauthorized use of the school's fire alarm system or fire extinguishers (with possible prosecution by the proper authorities).
5. Assault
6. Arson
7. Indecent exposure
8. Larceny/theft
9. Intentional or malicious damage to school or personal property of others.

10. Possession, use, sale or transfer of alcohol.
11. Possession, use, sale, or transfer of a controlled substance or a look-a-like drug.
12. Sexual Harassment (verbal or physical)

NOTE: Students who violate any of the above will be considered for expulsion from school by the school board.

Suspension Procedures

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

1. A student who has been suspended for any reason may return to school only after a conference has been held with the student and his/her parents or guardian. The conference will be held with the principal or his/her designee. In cases involving rare and extenuating circumstances, the conference may be held by telephone.
2. Parents or guardians will be notified of all suspensions in writing.
3. The student has the right to make up missed work and exams.
4. The suspension is not subject to appeal to the school board or court.
5. Suspensions from four (4) to ten (10) consecutive days will carry the same general procedures as the one (1) to three (3) consecutive day suspension with the addition of the following guidelines:
 - a. The principal gives written notice to the parents and to the student that includes the reasons for the suspension and extends the opportunity for an informal hearing within the first five (5) days of the suspension. The re-entry conference may substitute for the informal hearing.
 - b. The principal provides an informal hearing with appropriate school officials where the student has the right to question witnesses present, to speak and to produce his own witnesses.
 - c. The principal can deny the student's right to have a lawyer at this level.
 - d. The suspension is not subject to appeal to the school board or court.
6. Suspensions in excess of ten (10) consecutive school days, which is actually a (temporary or permanent) expulsion, the following guidelines apply:
 - a. The district provides the parents with a written statement of charges sent by certified mail and by regular mail, stating the date, time, and place of the formal hearing.
 - b. The formal hearing will be heard by the school board, a committee of the school board or a duly appointed hearing officer.
 - c. The student and the parents have the right to choose a private or public hearing, the right to counsel, the right to receive the names of witnesses and copies of any statements or affidavits provided by the witnesses, the right to request witnesses to appear in person, the right to confront and cross-examine witnesses, the right to testify and to present their own witnesses, the right to a copy of the transcript at their expense, and the right to appeal to the Court of Common Pleas. All expulsion hearings will be held in accordance with the Student Rights and Responsibilities of the Commonwealth of Pennsylvania found at 22 Pa. Code Section 12.1, et seq.

GUIDELINES FOR Q.T.

1. The administration or teacher will make the assignment of Q.T. as a disciplinary consequence.
2. Every student who is assigned Q.T. will report to the assigned room the day(s) designated by the teacher/administrator. The requirements for Q.T. is silence and constructive writing for the designated time.
3. After a student has 3 Q.T.'s, the student, parents/guardians, the assigning teacher, and the principal or designee will set further consequences and discuss solutions for problem behaviors. The student may also be referred to the ESAP team.

4. A note will be sent to parents or guardians after each Q.T to be signed promptly by parent/guardian and returned to homeroom teacher.
5. Continued Q.T.s may result in detention and/or suspension.

GUIDELINES FOR BEFORE / AFTER-SCHOOL DETENTION

1. The assignment of before and/or after school detention may be given after 3 days of Q.T. have been assigned to a student and/or at the discretion of the administration.
2. Detention will be assigned before school from 8:20 – 9:10 AM or after school from 3:30 to 4:00 PM.
3. The principal shall notify the parent of a child assigned to detention. The parent must provide transportation to or from detention at the designated time established by administration.
4. Every student who is assigned detention will report to the assigned room the day(s) designated by the administrator. The requirements for detention are promptness (no one is admitted tardy), silence and constructive writing for the designated time.

STUDENT CONTROL GUIDELINES

When an offense or violation, listed below, has occurred, the following corrective measures may be used: counseling, Q.T., revocation of extracurricular activities (field trips, special programs, assemblies, etc.) parent conference, detention, in-school suspension, suspension.

Offenses include:

1. Use or possession of alcohol and drugs
2. Use of profanity or abusive language
3. Destruction or defacing school property
4. Fighting or wrestling
5. Stealing
6. Showing disrespect
7. Not following bus and/or school rules

Any student frequently disciplined by the administration during the school year may be suspended up to ten (10) days.

SCHOOL BUS REGULATIONS

A student involved in any of the following infractions will be disciplined by the administration: improper boarding/departing procedures, bringing articles aboard bus of injurious or objectionable nature, failure to remain seated, refusing to obey driver, fighting/pushing, tripping, hanging out of window, throwing objects in or out of bus, lighting matches/smoking on bus, spitting, littering, unnecessary noise, tampering with bus equipment, rude, discourteous and annoying conduct, destruction of property, other behavior relating to safety, well-being and respect for others. Also refer to the electronic devices' guidelines for additional restrictions. Discipline may include QT, in-school suspension, or a suspension of bus riding privileges.

SMOKING AND SNUFF CHEWING

Tobacco use by pupils is prohibited in school buildings and school buses and on property owned by, leased by, or under the control of the Burrell School District. This is consistent with the district CLEAN AIR/SMOKE FREE SCHOOL HEALTH POLICY. "Tobacco Use" includes possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment. Snuff chewing is considered "tobacco use". If a student refuses to open his mouth, this will be an admission of guilt. Any violation of this policy shall be referred to the district magistrate for prosecution and shall be punished by a civil fine of not more than fifty dollars (\$50). Students possessing tobacco products are subject to a two-day, out of school suspension.

Students are prohibited from carrying or having tobacco in any form in their possession. Students who are found with tobacco, cigarettes or snuff shall be suspended for two (2) days. Work missed because of a suspension must be made up. Students found with “look alike” tobacco products will be subject to the same discipline procedures as “tobacco use”.

WEAPONS AND DANGEROUS INSTRUMENTS

The Board recognized that the possession of a weapon on school property, in school buses, or off school property at school-sponsored activities poses a risk of serious bodily injury and is therefore, of concern to the Board.

“**Weapon**” shall include, but may not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, any tool, instrument, or implement capable of inflicting serious bodily injury or any look-alike replica of the above text.

“**School Property**” shall mean all buildings and grounds owned or controlled for and utilized by the Burrell School District, including, but not limited to, schools, administrative offices, bus garage, indoor and outdoor athletic facilities, parking lots, school buses, other school vehicles, and any public conveyance providing transportation to a school or school-sponsored activity.

“Any student possessing, handling, or transmitting any object that can reasonably be considered a weapon will be suspended for ten (10) days and turned over to the civil authorities for appropriate action.” In addition, expulsion proceedings may be initiated. The instrument will be taken and kept by the administration.

Policy 103 - Nondiscrimination in School and Classroom Practices

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

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

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Student Services as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[27]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Stewart Elementary School
Title I Parent and Family Engagement Policy
2019-20

Families and school must join together to form a lasting partnership that will direct the efforts of both parties toward the education of children. Recognizing that parents are the child's first teachers, and that schools should continue to enhance the education process, Stewart Elementary School is committed to developing a partnership with parents which will establish an environment where parents feel welcome and needed, and are encouraged to actively participate in the education of their children.

The Stewart Elementary Title I Parent and Family Engagement Policy is to be fulfilled in the following manner:

- A. Parents will be notified regarding their child's participation in the Title I Program. Parents will receive a copy of the Title I Parent and Family Engagement Policy.
- B. Early in the school year, parents will be invited to Project Discover to learn and ask questions about the school, teachers, curriculum, assessments, State standards, procedures, and to be presented a general overview of the Title I program.
- C. Title I Parents will also be invited to an annual meeting where they will be given an opportunity to learn more details about the Title I Program, to meet the Title I staff, to receive information, and to ask questions. Information regarding Title I testing and qualifications to enter the program will be explained.
- D. Efforts will be made to assist parents in understanding Title I testing, State and local assessments, ways to monitor their child's progress by identifying specific strengths and needs, and working with school staff to improve achievement.
- E. A Parent-School Compact, designed by Title I staff and parents will describe how families, the Title I staff, and the students will share the responsibility for improving student achievement. This compact will be explained and given to parents during the annual Title I meeting or parent conferences.
- F. Families will be invited to attend at least two Title I parent/teacher conferences per year.
- G. Parents will receive timely information about Title I family meetings, and other Title I activities held throughout the year.
- H. There will be opportunities for parents to share concerns and offer suggestions for the continued improvement of Stewart Elementary School's Title I Program through additional Title I meetings and surveys.
- I. Title I activities held throughout the year will provide an opportunity for the families to observe the caring efforts of various Stewart staff to help the families learn how to be actively involved in their child's learning.

- J. Title I parents are invited to serve on the Title I Parent Advisory Board made up of administrators, teachers and parents. This Board is designed to guide in the development of a stronger Title I program in which students' needs are met. Members of this Board will represent the entire Title I Parent Council and will plan, review, and offer suggestions for the Parent and Family Engagement Guidelines each year.
- K. Stewart School will be open and inviting to parents and families. Parents are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents strengthens the family, school and community partnership.
- L. Parent and Family Engagement events will be held several times throughout the school year. These events will focus on parent trainings, the sharing of instructional strategies, explanations of curriculum and State academic standards, and opportunities for families to participate in learning activities together. These events will be held at various times of the school year and will be offered at various times of the day in order to accommodate families.
- M. Efforts to maintain communication between home and school will be regular, two-way and meaningful. Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. Phone calls, notes, and conferences/meetings will be opportunities for this communication.
- N. Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. Together, parents, educators and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.
- O. Parents are provided with individualized suggestions and materials to help their children become stronger learners. To help enhance this type of parental engagement, materials are made available throughout the year in the Title I Parent Resource Center, at Title I parent and Family engagement events, and through ongoing collaboration with parents. Information will be sent home to parents regarding how to obtain these materials and parents are encouraged to contact the school if more information is needed.
- P. Information relating to programs, meetings, and activities will be sent to participating families in a format, to the extent practicable, in a language the parents and family members can understand.

Full realization of the partnership will be achieved through the on-going commitment and active participation by both home and school.

