

# BWE

OFFICIAL HANDBOOK



2021 - 2022  
SCHOOL YEAR

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## Bradford Woods Elementary School

41 Forest Road

Bradford Woods, PA 15015

724-935-5081

Fax: 724-935-6076

Office hours: 8:00 a.m. - 4:00 p.m.

School hours: 9:00 a.m. - 3:30 p.m.

Kindergarten hours:

9:00 - 11:45 a.m.

12:45 - 3:30 p.m.

Dr. Jaime Eimiller, Principal

[www.northalleghey.org](http://www.northalleghey.org)

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*The North Allegheny School District is an equal opportunity education district and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities or employment practices as required by Title VI, Title IX and Section 504. Inquiries on related matters should be directed in writing to the appropriate Compliance Officer, and addressed to 200 Hillvue Lane, Pittsburgh, PA 15237-5391, 412-366-2100.*

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North Allegheny School District  
***Mission Statement***

**T**he mission of the North Allegheny School District is to prepare all students for success in a changing world.



Bradford Woods Elementary School

**Mission Statement**

**O**ur community, family, and school will work together to develop confident, responsible citizens in an ever-changing world by providing a safe, nurturing environment where all individuals are respected and accepted. We will foster the enthusiasm to become lifelong, independent learners, preparing for future success.

## ARRIVAL:

All elementary students should arrive at the school between 8:50 a.m. and 9:00 a.m. A child who arrives at school after 9:05 a.m. is considered tardy. Please note: **There is no formal supervision for students prior to 8:50 a.m.**

There are two ways to enter the school in the morning. Please read closely below to ensure that you understand the proper procedures for arrival:

### ***MAIN ENTRANCE via Bus Loop (by office):***

Students who arrive via bus are to enter through the Main Entrance. The bus loop in the front of the building is for busses only. Busses will pull up and park in the bus loop, at which time students will enter the building through the main entrance.

### ***REAR PARENT DROP OFF LOOP:***

The rear drop off loop is strictly for those students who are being dropped off by car. Parents are to enter the BWE entrance nearest the gymnasium and follow the double lines towards the playground until they reach the drop off loop behind the school. Once the car is stopped, children exit the vehicle promptly. It is important that parents recognize that mornings are a very busy time at BWE, and having your child's belongings packed and ready to go is necessary so that the traffic is not backed up. We ask that parents not exit the vehicle in the drop off zone. If you find it necessary to exit your vehicle or assist your child out of the car, we ask that you park your car in the visitor parking spots on the side of the building rather than use the drop off zone. Students should always exit their vehicles from the opposite side of the driver to avoid having to cross through any traffic. **When using the parent drop off loop, parents should not exit their vehicles.**

If parents plan to enter the building with their child for any reason in the mornings, you must then use the Main Entrance and sign in at the front office. **No visitors will be permitted to enter the Rear Parent Drop off entrance.**

## ASSEMBLIES

We are very fortunate to have several assemblies provided by the PFA and the District. All students are expected to display proper manners and good citizenship during the entire program. Announcements of assemblies will come from your child's homeroom teacher. If an assembly takes place only in the morning or only in the afternoon, children from the alternate kindergarten session are welcome and encouraged to attend with a parent or guardian. **\*Note: Due to the COVID Pandemic, there is a temporary moratorium on assemblies.**

## ATTENDANCE

Regular attendance is essential to students' success and should be established early. Personal illness, family illness, death in the family, and religious holidays are acceptable excuses for an absence. When students return to school after any absence, they must bring a written excuse signed by their parent or guardian stating the reason for the absence. In order to be excused for trips or vacations, an [Educational Travel Request Form](#) should be completed. The forms are available in the office or the school's Web site and should be completed five (5) days prior to the absence. These forms are only needed for absences of more than 3 days. If the trip is to exceed ten (10) school days, the principal will disapprove of the trip, and the student will be unenrolled from North Allegheny School District temporarily until their return, at which time they will be reenrolled.

**Parents of students who are excessively absent will receive a letter from the principal after a total of ten (10) days absent, regardless the reasons for the absences.** This communication from the building administration is sent to emphasize the importance of daily attendance at school and as a reminder of Pennsylvania's Compulsory Attendance Law. **Second notice for excessive absenteeism will be sent after a total of 18 days, regardless the**

**reasons for the absences and an Elementary Support Team [ESAP] meeting may be held to address the excessive absenteeism.** After the 18-Day Letter is delivered, all future absences must be supported by documentation from the child's physician, the school's nurse, or another administratively approved agency. If the proper documentation is not provided after the 18-day Attendance Letter is sent home, the absence will be documented as unexcused and may be referred to the District Magistrate.

Parents should note that vacation days absent also count towards total days absent from school since students are missing instruction any time they are not present in school. Parents are asked to schedule doctor appointments and vacations outside of the school day/calendar to assure that students are present and learning at school each day.

No absences will be approved during standardized testing windows. Students requesting absences of more than ten (10) days will be reviewed on a case-by-case basis. Pursuant to Board Policy #3130 absences of more than ten (10) days will cause the student to *"be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to re-enroll the child upon return."*

## **BIRTHDAY CELEBRATIONS**

On their birthdays, children often want to share a treat with their classmates. Non-edible treats are **highly recommended** (*pencil, eraser, stickers, etc.*). Due to the number of life threatening food allergies and attention to improved health and wellness, the administration asks parents to strongly consider offering non-edible treats.

If an edible treat is what you decide, you must visit the BWE website to complete the [Online Edible Treat Request Form](#) located on the left of the main page. **This form MUST be filled out at least 3 days PRIOR to the date that the treat is to be brought to school.** The form will ask you for the name of the treat as well as a list of the ingredients. Once submitted, the nurse will receive the form and cross check the ingredients with any allergies or food intolerances in the classroom. If there are no conflicts with students' allergies or food intolerances, the treat will be approved. If there are conflicts, the treat will not be approved. The nurse will notify you whether the treat is approved or not as soon as possible. You will be notified via email.

## **BUS SAFETY**

Proper behavior is an absolute necessity while riding on the school bus. While on the bus, the bus driver is in charge. Students who misbehave, show disrespect to the driver or fellow students, or cause damage to the bus may lose their bus riding privileges. The North Allegheny School District has established rules to maintain bus safety and a Ladder of Discipline for all students riding the bus. They are as follows:

- First Offense - Warning
- Second Offense - Conference with Principal
- Third Offense - Bus Safety School

Depending upon the students' misconduct on the bus, first-time offenders may receive more than a warning. If inappropriate behavior continues, bus safety school may be required before the student may have the privilege of riding the bus again.

Bus Safety School is held in the afternoon after school on an as-needed basis. The objective of this program is to increase the awareness of bus safety and proper behavior. Parents will be notified if their child must attend Bus Safety School. Upon completion of the course, students will be required to sign a Safety Agreement.

A video camera is mounted in all of the Bradford Woods buses. The primary purpose of cameras on the school bus is to increase safety. The function of the cameras is to discourage disruptive behavior and to document behaviors that occur.

If you have a concern regarding the bus schedule, you should contact the Transportation Department at 412-369-5500. If you have a concern about students on the bus, contact one of our bus proctors, Ms. Amy Tarchick ([atarchick@northallegheny.org](mailto:atarchick@northallegheny.org)) or Mr. Steve Schmidt ([sschmidt@northallegheny.org](mailto:sschmidt@northallegheny.org)), here at school.

## CAFETERIA

Students are able to purchase school lunches on a daily basis. A menu is available on the District and Bradford Woods web pages. Students may choose to purchase lunch using cash or the District's Point of Sale (POS) system, described below. **DUE TO THE COVID PANDEMIC, SCHOOL LUNCHES WILL BE FREE FOR THE 2021-2022 SCHOOL YEAR.** If a student wishes to buy anything in addition to the standard lunch, they will be charged. Milk and water may be purchased separately; milk (\$0.75) and water (\$0.65)

Students should enjoy this pleasant break during the day. Every student is expected to use proper manners and a conversational tone while in the cafeteria. Students are also expected to clean up after themselves. There are several lunchroom rules for all students to follow. These rules follow our Positive Behavior Intervention Strategy (PBIS) Program. ***(PLEASE SEE PBIS PROGRAM FOR MORE INFORMATION)***

### Point of Sale System

The Point of Sale (POS) system works with a Personal Identification Number (PIN) pad that is similar to an automated teller machine (ATM). It requires the students to enter their six-digit student identification number, which will be their PIN used to access their account. All students purchasing food in the cafeteria need to input their PIN into the system regardless of their meal status (paid, free, or reduced) or whether they have money on account or are paying cash. The student's PIN will stay the same throughout all the years the student is enrolled in the North Allegheny School District unless the parent requests a change.

The POS system allows parents to pay in advance for meals and/or a la carte foods (bottled water, juice drinks, ice cream, snacks, etc.). Money can be deposited into a student's account regardless of his/her meal status. There is no limit on the amount of money that can be deposited into this account. Money will be deducted when the student uses the account. The system knows the meal status of the student and will deduct the money accordingly.

Pre-printed envelopes will be available in the office to be used when making advance payments. To make an advanced payment, complete the information on the outside of the envelope, enclose payment, and return the envelope with payment to school.

Parents have the ability to place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line through [payschoolscentral.com](http://payschoolscentral.com). Information is available on the District's web site at [www.northallegheny.org](http://www.northallegheny.org).

Please note that this system is very confidential. Every student must enter a PIN regardless of meal status or payment option, thus insuring your child's privacy. However, please reinforce with students the importance of keeping their PIN confidential.

### Overdue Cafeteria Balances

If there are any questions or concerns, please contact the Food Service Office at 724-934-7201 or 724-934-7236.

### Lunch Guests **\*NOTE: Due to the COVID Pandemic, there is a temporary moratorium on any lunch guests.**

Parents often want to join their students for lunch in the cafeteria. We have several opportunities for parents to have lunch at school.

Within a week of a child's birthday, he or she may invite a parent or other adult guest to have lunch at school. Also, each month, we will designate one day for parents to come to school for lunch. Watch the building calendar to find out when these days occur. Some months may not have a Lunch Guest Day due to conflicting events.

In order to be fair to all children, we ask that the host child and guest purchase a school lunch or bring a bag lunch from home. Pizza and fast food lunches are not permitted.

Please contact the school secretary at least two school days in advance to order your lunch.

All guests wishing to attend lunch with a student will be required to have their volunteer clearances. Please be sure to take care of this in advance of coming for lunch so that your child is not disappointed.



**For reasons of safety, younger siblings may not attend the lunch. This will be strictly enforced. Additionally, there are to be no photographs taken while in the cafeteria. This will be strictly enforced, and if photographs are being taken, you may be asked to leave.**

## CUSTODY/COURT ORDERS

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A notarized copy of any of these forms must be presented to the school office. After the initial submission of this paperwork, any revisions to paperwork or newly issued documents must be notarized and presented to the school office. Notarized paperwork that is on file in the principal's office will be considered up-to-date unless a parent presents new paperwork or revisions to these legal documents.

## DISCIPLINE

Student safety is a primary concern of our staff. For this reason, we ask that you please review the North Allegheny School District's Code of Conduct with your child. The staff at Bradford Woods will adhere to the Code of Conduct when handling discipline situations.

The child's teacher will be responsible for handling Level I infractions. The teacher should provide a warning or consequence and notify the parent if necessary or appropriate.

If a student's misbehavior falls within Level II or higher in the Code of Conduct, the principal will become involved. The child will have a conference with the principal, and the District's Code of Conduct will be implemented as outlined for the appropriate level. Any time a child has a behavior conference with the principal, the principal will document the conference, and usually the child's parent will be contacted.

Verbal and written threats will not be taken lightly. The North Allegheny School District has a clearly defined policy for weapons and weapon look-alikes. Please carefully review Levels III and IV in the Code of Conduct where threats and weapons are addressed. For more information on how behavior is handled at BWE, please see ***PBIS PROGRAM***

### ***IPAD Usage and Discipline:***

All students K-5 have a district issued iPad that is to be used for school related assignments ONLY. Students have been provided with explicit instruction on how to use their iPad appropriately while in school. If it comes to a staff member's attention that a student is using the iPad inappropriately, the student will lose his/her access to the device for a period of time determined by administration and families will be notified. Students are required to follow the [North Allegheny Responsible Use Policy](#) at all times when using their North Allegheny issued device.

## DISMISSAL: Parent Pick Up

The school day ends at 3:30 p.m. Parent pick-ups will exit at the rear drop off/pick up loop. Parents who wish to pick up their child must notify the school by sending a note to the homeroom teacher in the morning OR an email to the homeroom teacher AND building secretary. When you pull up to the rear drop off/pick up loop, you will be greeted by BWE staff who will ask for your children's names and homerooms. Students will be dismissed from their homerooms and go directly to meet you at your car in the loop. Parents should not exit their vehicles when using the drop off or pick up loop.

If it becomes necessary to pick up your child at the end of a school day and you did not send a note to the teacher, you must call the office prior to 3:00 p.m. Calls after 3:00 p.m. will not be relayed to the classroom and may necessitate parents waiting for the child to be dismissed with the bus riders.



Students who will be picked up every week on the SAME DAY need not bring in a note each week. Please send one note to the homeroom teacher indicating which day your child will be picked up every week and by whom. If your child is NOT a pick-up on that day one week, you must send in a note indicating that your child will be riding the bus home that day.

## DRESS CODE

We are proud of the way our students dress. A student's individual dress indicates both self-respect and respect for others. While the school accommodates a wide variety of individual taste, inappropriate dress is not acceptable.

### **Guidelines**

The following should be used in determining appropriate school attire:

1. Articles must be clean (not soiled with grease, oil, paint, or dirt).
2. Slogans and emblems on clothing are acceptable as long as they do not depict illegal substances, weapons, indecent writing, or indecent pictures.
3. Warm weather clothing is appropriate with the following guidelines: halter tops or tank tops with spaghetti straps, tops exposing the midriff or immodest display of undergarments, and torn or ragged clothing are **NOT** permitted.
4. Styles such as oversized trousers that present problems regarding safety for the individual student or fellow classmates should not be worn. Appropriate-fitting clothing should be worn so that students can maneuver with ease, particularly in an emergency situation.
5. Items of dress that disrupt the educational process and climate are inappropriate. Students are not to wear hats or bandanas during the school day inside the building unless it has been approved by administration for a unique situation.
6. Footwear must be worn by all students. Flip-flops and other backless shoes are not encouraged.
7. Shorts or skirts must reach at a closed-hand length while arms are hanging naturally at the sides.
8. Tights or leggings may not be used underneath shorts or skirts to substitute length. Leggings may only be worn under appropriate length shorts, skirts, or dresses.
9. Hats are not permitted during the school day inside of the building. This also includes bandanas and head scarves (unless the head covering is based on religious or medical reasons.)

## EARLY DISMISSAL

Regular attendance is essential to the learning process. Parents are encouraged to schedule routine medical and dental appointments after school hours if at all possible. If a situation should arise that would require a student to leave before the end of the instructional day, a note and/or email should be sent into the school office. When you arrive to pick your child up for their early dismissal, you will use the buzzer at the front door to identify yourself and the child you are picking up. You will be asked to wait at the door or in the vestibule until your child meets you.

## ELECTRONIC ITEMS/CELL PHONES

Students are NOT permitted to bring personal electronic items to school unless permission is granted by the principal or teacher for purpose of instruction. This includes, but is not limited to personal radios, iPads, Kindles, MP3 players, cellular telephones, laser pointers, pagers, or other electronic games or equipment. If such items are brought to school, they will be confiscated from a student and kept in the office. Parents must pick up confiscated items from the office. Students are, however, required to bring their district issued iPad each and every day to school, and should use it only as outlined by district policy.

## ELECTRONIC PARENT PORTAL - Gradebook

The School District offers a Student Information System called Tyler SIS. It is a web-based gradebook and reporting system that provides parents access to student records related to their schedule and academic performance. It also provides parents with expanded capabilities, such as the opportunity to update demographic and contact information. Parents are encouraged to use Tyler SIS to monitor student progress and, if necessary, provide the District with current demographic data. Report cards are no longer distributed in paper form but must be accessed by parents through the Tyler system.

## ELEMENTARY STUDENT ASSISTANCE PROGRAM

The Elementary Student Assistance Program (ESAP) utilizes a team approach to planning and implementing strategies designed to help the students be more successful in a school setting. Generally, students are referred to the ESAP program for social or emotional concerns or attendance related problems.

Members of the Student Assistance Team include the parent(s) of the child, classroom teacher, school counselor, school psychologist, and principal.

Parents, teachers, or support personnel may make a referral to the ESAP Team at any time during the school year by contacting the classroom teacher, principal, or school counselor.

Students with academic concerns will be filtered through out Multi-Tiered Systems of Support (MTSS) program. Ms. Diana Cimino is our MTSS teacher and can be contacted at [dcimino@northallegheny.org](mailto:dcimino@northallegheny.org) if you have questions or concerns.

## EMERGENCY DRILLS

Emergency drills will be held on a regular basis during the course of the school year. The following is a listing of drills and their minimally scheduled frequency:

- Evacuation Drills - Monthly
- Lockdown Drills – Twice yearly
- Shelter Drills – Annually

There is common vocabulary used with staff and students:

- **Lockdown** is a safety response procedure that contains students and staff in safe locations within the building in the event of a threat to safety.
- **Lockout** is a safety response that brings everyone inside the building and perimeter is secured. No one is permitted in or out of the building during this time.
- **Evacuate** is the retreat from the building to several locations outside the building, pending the circumstances.
- **Shelter** is used in situations like weather related incidents, such as tornadoes or earthquakes.

North Allegheny School District has a comprehensive safety plan that is continually discussed, reviewed, rehearsed, and evaluated. The District works closely with local emergency responders to ensure that safety plans are updated and promote a safe school environment. While safe evacuations from the building is sometimes the most prudent response to a threat of safety, such as a fire in the building, other responses can be appropriate pending the situation.

## EMERGENCY WEATHER OR CRISIS COMMUNICATIONS

If there is a need to disseminate emergency or crisis communications to parents and/or students should arise, the North Allegheny School District has several communication vehicles in place to facilitate this process. These include:

- the District website ([www.northallegheny.org](http://www.northallegheny.org))
- NATV Cable (Armstrong 50, Comcast 98, Consolidate 406, Verizon 33)
- SchoolMessenger, a telephone notification system

SchoolMessenger is an automated, web-based service so its reliability and availability will not be affected by local power or equipment failures. In addition, parents will be able to access the Contact Manager feature of this system via the North Allegheny School District website or the internet and establish their own account. This will allow them to determine which, if any, phone number(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger alerts, if they so desire.

When winter weather or other abnormal conditions occur, North Allegheny School District will either delay the start of school two hours or close the schools for the entire day. If school is delayed two hours, the elementary school day will begin at 11:00 a.m. instead of 9:00 a.m. The day will conclude as usual at 3:30 p.m.

The following schedule is in effect for kindergarten classes for a two-hour delay:

- AM kindergarten: 11:00 a.m. - 12:45 p.m.
- PM kindergarten: 1:45 p.m. - 3:30 p.m.

## FIELD TRIPS

Field trips reinforce and enhance the North Allegheny curriculum. These trips are scheduled by the various grade levels throughout the school year. Parents will receive notices about the field trips in advance and are asked to sign the permission slip and return these notices before the scheduled date. The PFA provides the funds for our students' transportation to attend these trips. However, there are times when parents may need to cover the admission fee. Money is always collected in advance. **Students should never bring money for shopping, souvenirs, or snacks. Chaperones are not permitted to purchase snacks or souvenirs for students on field trips.**

Scholarship money is always available confidentially to students for field trip participation by contacting the building principal.

## FOOD IN THE CLASSROOM

There are an increased number of students in our schools who have serious food allergies. Out of concern and respect for their well-being and an overall emphasis on health and wellness across our District, guidelines related to food items that may be brought into our classrooms have been reviewed and refined. In general, it is necessary to submit a request to bring food items into the school a minimum of 3 days in advance. If a request is being made, it needs to be done through the Online Edible Treats Request Form found on the BWE website. In some schools, there may be more stringent guidelines, due to specific circumstances. The North Allegheny School District encourages parents to consider bringing non-edible treats for students to enjoy instead of food items, whenever possible. **(PLEASE SEE 'BIRTHDAY CELEBRATIONS' for more information)**

## HEALTH SERVICES

We are very fortunate to have qualified health care professionals at Bradford Woods every day during school hours. If any information that was written on the emergency form at the beginning of the school year should change during the year, please notify the school immediately.

**\*NOTE: Should your child be excluded from school for COVID-19, please see the School Nurse for specific guidelines regarding a specific return to school plan.**

### **Illnesses**

Please keep your child at home if he/she has any one of the following symptoms:

- Temperature of 100 degrees or more
- Vomiting or diarrhea
- Persistent hacking cough or thick nasal drainage
- Conjunctivitis (pink eye)

### **Communicable Diseases**

The following illnesses require 24 hours of an antibiotic before returning to school:

- Strep throat
- Scarlet fever
- Conjunctivitis (pink eye)

### **Pediculosis – (Lice)**

If a child is suspected of having pediculosis (lice), the School Nurse will examine the suspected child and siblings. When head lice are found, the School Nurse will contact the parent of the child and provide educational materials concerning treatment and environmental control. Following treatment (This includes use of pediculocidal agent and nit removal), the School Nurse will examine your child's head. Proof of treatment (pediculocidal agent or prescription packaging) must be provided to the School Nurse. Parents of the building will be notified via an Email Blast of the lice identification. Class or grade level will not be identified in the message.

#### Lice Facts

- Incubation: Eggs of lice hatch in one week and maturity is reached in 8-10 days.
- Symptoms: Irritation and itching of the scalp; presence of small light gray insects and/or their eggs (nits) which are attached to the base of the hairs and do not come off easily.
- Methods of Spread: Direct contact with an infected person and indirect contact with their personal belongings, especially headgear. Lice do not jump.
- Period of Communicability: While lice or nits remain alive on the infested person or belongings.
- Other information: Lice have nothing to do with the cleanliness of one's home, nor live on pets.

While lice are a nuisance, they are not life threatening. A position statement from the National Association of School Nurses states that *"The management of a lice infestation should not disrupt the educational process. No disease is associated with head lice and in-school transmission is considered to be rare"* (Frankowski & Boochhini, 2010).

The District's goals are for head lice to have minimal disruption to students' educational experiences and minimize the stigmatizing impact on students and families.

National Association of School Nurses

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/40/Pediculosis-Management-in-the-School-Setting-Revised-2011>

## **HOMELESS ASSISTANCE**

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The Act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason.
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.

- Children and youth abandoned in hospitals.
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations.
- Migratory children and youth living in any of the above situations.

If you or someone you know is in a situation meeting these definitions, please contact the NA Homeless Liaison (Dr. Michelle Dowell, Director of Student Services, at 412-369-5896 or mdowell@northallegheny.org) so that the District can assist and provide resources to impacted individual(s).

## HOMEWORK

Homework is an important and required part of a child's education. It allows for extra practice and/or increased student learning. Homework can reinforce, enrich, or extend the curricular outcomes. Homework can help a child develop skills in personal organization, time management, and following directions.

### Homework Guidelines

#### Student Responsibilities

##### **A. The student will:**

- Budget time to complete assignments made.
- Arrange to make up missed assignments as required by the teacher.
- Ask for further explanation if original directions are not completely understood.
- Initiate the request for help when needed.
- Properly manage time and task completion on long term assignments.

#### Parent Responsibilities

##### **B. The parent will:**

- Provide a quiet, well-lighted study area with a desk or table and comfortable chair.
- Keep study tools available: pencils, sharpener, pen, crayons, paper, ruler, dictionary, etc.
- Establish a regular time for homework.
- Limit television viewing and avoid TV or radio listening during study time.
- Inquire about your child's homework and help him/her to budget time for completion and get ample sleep.
- Encourage step-by-step work on long term or major projects to avoid last minute, careless work.
- Sign the Homework Assignment Book at least once a week (grades 3-5).

### Time Guidelines

Students should expect homework on a regular basis in accordance with the following averages:

- Grade 1 – 10 minutes
- Grade 2 – 20 minutes
- Grade 3 – 30 minutes
- Grade 4 – 40 minutes
- Grade 5 – 50 minutes

These time allotments are suggested for four - five nights per week for most elementary students.

Homework may take your child **more** or **less** time. Homework may be assigned periodically on Fridays, if needed. However, reading literature, trade books, and journal writing is always appropriate for evenings, weekends, and vacations. Any questions or concerns about homework should be addressed to the teacher who made the assignment.

### Assignment Requests

Requests for absent students' homework assignments may be made on a student's **second day** of illness/absence. Parents are asked to call the school before 10:00 a.m. on the **second day** of absence. **Students who miss a single day of school can get their missed assignments upon their return to school the following day.** Children will be granted additional time to complete their assignments upon their return.

**Extended illness:** Contact your child's teacher to make specific arrangements for absences of one week or longer.

### INTERNET

All students and staff members have access to the Internet. The Internet is accessible through their iPads. When the students are online at Bradford Woods, they are closely monitored and the sites they are accessing are screened by the Bradford Woods staff members. Students in fourth and fifth grades will have GoogleDocs accounts and will be given instructions on how to use these accounts. All students are expected to follow the North Allegheny Acceptable Use Policy when using technology at school. The policy can be found at <http://www.northallegheny.org/site/Default.aspx?PageID=393>

### ITEMS BROUGHT FROM HOME

Questions often arise regarding what toys or game-like items students may bring to school. Children are not permitted to bring MP3 players, video games, cellular telephones, or other electronic equipment to school. Trading cards, such as baseball and character cards, are also not permitted at school. If a student chooses to bring a purse to school, it will be treated as a backpack – stored in the lockers during the day, not carried to classes.

**Children should never bring valuables or large sums (over \$10.00) of money to school.  
Trading of food, toys, or any "collectible-type" items is not permitted at school.**

Pets may be brought to school only if the parent has made prior arrangements with the classroom teacher and school nurse. The Transportation Department will not permit animals or pets of any kind on the school bus.

### LIBRARY POLICIES & PROCEDURES

- All students in grades 1-5 are allowed to check out two library books each week. Kindergarten students are allowed to check out one book each week.
- In order to encourage students who are learning to read, 1st and 2nd Grade students are asked to checkout at least one book that they can read or that will help them to practice reading.
- All library books are due one week after they were checked out, unless that falls on a day off of school. In that case, they are due the following week. Books can be renewed for another week unless another student has placed that book on hold.
- Students are not limited to checking out Library Books to only their Library Class time. Students can check out books anytime with their teachers' permission, in fact we strongly encourage it! Students should never be without a book to read!
- If a student forgets to return their library book(s) on Library Day, they will not be allowed to checkout any more book(s) until their books are returned. If a child forgets their library book, we do allow them to look for a book and put it on hold for one day. When their books are returned, they can take the books they put on hold.
- There are no overdue fines here at Bradford Woods Library, but if a book is lost or damaged beyond repair, a replacement cost will be charged. If a book is paid for, and is found at a later date, the amount paid will be refunded

## LOST AND FOUND

All clothing, lunch boxes, and other small items found at the school are placed in a box in the entry way near the main office. Money, jewelry, and other valuables are turned into the office. At the end of the school year, all unclaimed items are donated to charity.

## PARENT-FACULTY ASSOCIATION

The 2021-2022 officers are:

**President:** Erin Froehlich ([erinmfroehlich@gmail.com](mailto:erinmfroehlich@gmail.com))

**Vice-Presidents:** Renee Caromano ([rcaromano@hotmail.com](mailto:rcaromano@hotmail.com))

**Secretary:**

**Treasurer:** Erin Songer ([ewing1979@hotmail.com](mailto:ewing1979@hotmail.com))

The Parent-Faculty Association (PFA) is a working organization that provides volunteers and funds for programs that enhance the educational opportunities offered to our children. It is not a lobbying or political group, nor does it direct any of the administrative activities of the school. PFA members provide support services to all students at BWE through committees, whose activities and programs are approved by the school principal. Speakers and assemblies, field trips, playground and building supplies, homeroom parties, scholarships, staff appreciation, birthday books, and the publishing center are just some of the services provided or assisted by the PFA organization.

While all families are encouraged to support the school by joining the PFA, members are not required to attend a certain number of meetings or volunteer for specific projects. Participation in any PFA projects or events is a voluntary family choice.

Visit the BWE PFA's website at [www.bwepfa.com](http://www.bwepfa.com)

## PARENT-TEACHER CONFERENCES

One of the many ways our teachers communicate with parents is through the parent-teacher conference. These conferences are held in November for all students. However, parents and teachers are encouraged to arrange additional conferences as necessary throughout the year. Please arrange conferences by contacting the teacher directly.

## PARENT VOLUNTEER PROGRAMS

Parent Volunteers are just that—parents volunteering their time, skill, and talent to provide help to our teaching staff and students at Bradford Woods. Parent Volunteers can help in many areas: in the classroom, with special building projects, in the library, the K-5 computer classes, or the publishing center. Parent Volunteers may even offer classroom support by working at home. Any amount of time is appreciated!

Fortunately, Bradford Woods has a very active parent volunteer program. A list of opportunities will be available at the beginning of the school year. Remember it is your school, too! Any amount of time you volunteer is greatly appreciated.

### **Volunteer Clearances**

Volunteers are required to submit necessary clearances prior to volunteering at any of the District's twelve schools as outlined in Pennsylvania's Act 153 Volunteer Clearance Legislature. For information about the types of clearances or how to submit clearances,



volunteers should visit the North Allegheny School District website for important information about the type of clearances and the procedures for submitting the clearances. [www.northallegheny.org](http://www.northallegheny.org)

Parents who have not submitted the necessary clearances will not be able to volunteer at school events that involve interactions with students such as opportunities in the classroom, field trips, holiday parties, or lunch guest days.

## PARKING

There are a few spots allocated to visitors in the lower parking lot near the gymnasium. They are identified with signs that say "Visitor Parking". Numbered parking spots are assigned to BWE Staff. If the Visitor Parking spots are full, you are permitted to park for brief periods of time around the bus loop on the left hand side adjacent to the baseball field.

Please adhere to all signs. Visitors are able to park in the side parking lots at all times. For the safety of our students, please observe all stop signs, speed limits, and parking lot signs.

Please do not park on both sides of Lincoln and Forest Roads. We must always allow room for school buses and emergency vehicles. The Northern Regional Police Department patrols the roads during school events to enforce appropriate parking.

## PBIS PROGRAM

The Bradford Woods student and staff have adopted a positive approach to behavior and building our school community. Students have been introduced to our school's four expectations:

- P**- Personal Best
- A**- Acts Responsibly
- W**- Wise Choices
- S**- Shows Respect

Students are taught specifically how these four expectations look in different school environments, such as the cafeteria, playground, hallway, classroom, bus line, bathrooms, etc. Teachers and staff are always on the lookout for students who are exhibiting our PAWS behaviors, and if caught, they are given a PAWS ticket to celebrate their positive behavior. Students use their tickets in both weekly and monthly drawings for different prizes and incentives.

Posters are all over the building and in various areas to remind students daily of our PAWS rules. In the event that students are not following the expectations set forth by the PAWS program, the next level of intervention would be for students to fill out a "Think Sheet". Continued misbehavior would be handled using the North Allegheny Code of Conduct.

## PLAYGROUND

We are fortunate at Bradford Woods to have two large playground areas. One playground is on the side and back of the building (climbing equipment, soccer field, and basketball courts) and another is behind the kindergarten classrooms used primarily by the kindergarten students. Rules for these areas follow our PBIS program and will be explained to all students by the teachers and playground assistants. They are to be followed with no exceptions. Failure to follow these rules may result in the loss of playground privileges.

On days with inclement weather, recess is held in the classroom. We will not go outside if it is raining or storming or if the wind chill factor is below 20 degrees. However, we try to go out as often as possible so students should dress appropriately on cold-weather days.

## PUBLISHING CENTER

Thanks to the PFA and several faculty members, Bradford Woods established North Allegheny's first publishing center. This center, staffed by volunteers, publishes any student's work in a variety of ways. The teachers may send any student's stories to the center to be published. Class assignments, as well as independent writing, may be published. Volunteers are always welcome and needed. Student work from the Publishing Center is always displayed at an evening event in March.

## RAINBOW COLORS

Occasionally throughout the school year, we will request students wear their rainbow or grade level colors. This promotes grade level unity for field trips, special events, and Field Day. For such events, children are encouraged to wear anything—hair bow, T-shirt, shoelaces, sticker—that represents their grade level's color.

The colors for the 2020-2021 school year are:

Kindergarten:	Orange
First Grade:	Purple
Second Grade:	Red
Third Grade:	Green
Fourth Grade:	Blue (navy)
Fifth Grade:	Gold (yellow)

At times the PFA sells "Rainbow Shirts" as a part of their fall spirit wear sales. You are welcome to purchase one of these shirts in the corresponding colors OR simply find something from home!

## REPORT CARDS

The school year is divided into four 9-week grading periods. Report cards are available on the parent portal of the Tyler System for the students in grades 1 through 5 at the end of each nine-week period. Kindergarten students receive a report card at the end of the first semester and then again at the end of the school year.

## SCHEDULE

Students' daily schedules will be distributed to students at the start of school. Additionally, teachers will share details about student schedules at Curriculum Night. Please take time to note when students have specials and music lessons so that they can be prepared on those days; i.e., tennis shoes for gym, library books for library.

## SCHOOL CLOSINGS OR DELAYS

When winter weather or other abnormal conditions occur, North Allegheny School District may either delay the start of school two hours or close the schools for the entire day. If school is delayed two hours, the elementary school day will begin at 11:00 a.m. instead of 9:00 a.m. The day will conclude as usual at 3:30 p.m.

The following schedule is in effect for kindergarten classes for a two-hour delay:

- AM kindergarten: 11:00 a.m. - 12:45 p.m.
- PM kindergarten: 1:45 p.m. - 3:30 p.m.

## STUDY ISLAND ACCESS

Students in third, fourth, and fifth grade have been assigned a Study Island account. Teachers will make periodic assignments in Study Island that students are to complete as part of their typical homework assignments. To access their Study Island account, students should visit the following webpage to access their account.

<https://app.studyisland.com/cfw/login/?button=center>

Student ID = nastudentID (i.e. na123456)

Password = tigers

## TARDY STUDENTS

A child who arrives at school after 9:05 a.m. is considered tardy. The student **MUST** check in the office before going to the classroom. Failure to sign the student in at the office may result in an absence being recorded for the student for the entire day. These students must also bring a packed lunch or order a lunch by calling the office prior to 9:00 a.m.

## TELEPHONES (Student Use)

Students are not to make telephone calls from any telephone other than the designated office telephone. The telephone is to be used by students only in emergencies. When we allow students to call home for homework, lunch money, and forgotten musical instruments, we are not encouraging them to take responsibility for themselves. **Students are not permitted to carry cell phones in school.**

## TEXTBOOKS/SCHOOL ISSUED MATERIALS

District procedure states that the parent/guardian is responsible for the replacement cost of lost books or those damaged beyond use. School materials such as books, calculators, etc. that are assigned to students must be replaced if lost or damaged. The cost of textbooks/materials varies due to the original purchase price and age. If an item is later recovered, the amount paid will be returned assuming good condition.

## THREATS

All threats, verbal or written, must be taken seriously. For the safety of our students, all threats will be thoroughly investigated, and the School District's Code of Conduct strictly enforced.

## VISITOR SIGN-IN

Upon entering a building, all visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor Visitor Management system. Upon reading the information, Raptor will check the national database to identify sexual offenders. The system will also scan the District's volunteer database which lists volunteers who have submitted the necessary clearances as outlined in the Act 153 volunteer clearance legislature. Once approved, the system will generate a name tag for approved visitors which will contain a picture of the visitor or volunteer, the date, and purpose of the visit.

### WEAPONS POLICY

The North Allegheny School District strictly prohibits the possession or storage of weapons by students on school property. For the purpose of this policy, the definition of a weapon also includes weapon “look-alikes”. The District’s Code of Conduct will be strictly adhered to if a weapon is brought to school.

### WEB PAGE

Bradford Woods has its own web page, which can be accessed at [www.northallegheny.org](http://www.northallegheny.org) under the “Schools” listing. Check it for announcements, menus, and other school news. The calendar and information about various special events is updated on a frequent and regular basis so it is good to be in the habit of checking this website daily.

### WEEKLY BUILDING EMAILS (BWE News & Notes)

Each Friday afternoon families will receive an email containing our weekly newsletter, BWE News & Notes. Please be sure to make a habit of reviewing this document weekly in its entirety, as this is our school’s primary way of communicating important information to our families.