



BWE STUDENT

HANDBOOK

2024-2025

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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.*

ADDRESS/TELEPHONE CHANGES:

It is very important that every student maintain an up-to-date address and telephone number record at the school office. If you have a change in address or telephone number during the school year, notify the school immediately to assure efficient communication between school and home and to update your child's transportation services. Emails are often not updated and lead to loss of electronic notifications if not maintained.

ANIMAL VISITS:

Due to health concerns for students throughout the building, animals are not permitted to be brought into the building without approval from the office. On the day of the visit, you are to register at the office and at that time will be given further instructions regarding access to certain areas of the building.

ARRIVAL:

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

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 buses only. Buses 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 through the Rear Parent Drop off entrance.**

ATTENDANCE:

Regular and punctual attendance at school is important to a successful school career. Absences fall into one of two categories: LEGAL and ILLEGAL.

Legal absences include:

1. Student illness
2. Death of an immediate family member
3. Absences approved by the Administration, including approved Family Educational Trips
4. Religious holidays or instruction
5. Urgent reasons deemed acceptable by the administration.

Illegal absences include:

1. Truancy
2. Absence due to parental/guardian neglect
3. Illegal employment
4. Family Educational Trips not approved by the administration

When students return to school after any absence, they must bring a written excuse signed by their parent or guardian, stating the reason and dates of the absence(s). An email is acceptable, but it must be addressed to both the homeroom teacher and the school secretary. The written excuse should be given to the homeroom teacher for record keeping purposes. It will then be sent to the front office. If no excuse is provided, absences are considered illegal.

To request approval for a Family Educational Trip, parent(s)/guardian(s) must submit the [Educational Tour Form](#) for excusal at least five (5) school days prior to the absence and the absence must be for 10 or less school days. Students who will be participating in an extended absence due to a request for an educational tour or trip for more than 10 days will be withdrawn after the tenth consecutive day (on day 11) and the withdrawal date will be dated the first day of the consecutive absence. These days are considered legal absences when approved. No absences will be approved during standardized testing windows.

Parents of students who are absent (regardless of if the absences are excused or unexcused) will receive a letter from the principal after a total of ten (10) days absent. 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. A second notice for excessive absenteeism will be sent after a total of 18 days and an Elementary Support Team (ESAP) meeting will be held to address 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.

Students with legal absences may have the opportunity to complete any missed assignments upon returning to school. Our responsibility is to promote consistent school attendance and address the underlying risk factors that may lead to truancy. As a requirement of Act 138, students who accrue three (3) illegal absences will be asked to participate in the creation of a School Attendance Improvement Plan (SAIP). Students who accrue six (6) illegal absences will be referred to a school-based or community-based attendance improvement program or to the local children and youth agency. In addition, the District may file a citation for truancy with the local District Magistrate.

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, typically equal to the number of days they were absent. The Blackboard agendas posted by all teachers allows access to daily assignments.

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

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.

BLACKBOARD:

Students K-12 will be using the Student Management System Blackboard Learn. Blackboard Learn is a web-based teaching and learning environment which enables teachers to build and manage a Web component for their classes. For students, this can mean:

- Access to course materials such as handouts or copies of classroom presentation, which often can be downloaded for further review
- Access to announcements
- Opportunities to communicate and collaborate with classmates through tools such as discussion boards, wikis, and blogs
- Online assessments (surveys and quizzes where teachers can provide feedback)

For additional parent information, please visit the district website. [Blackboard for Parents](#)

BULLYING PREVENTION

Being proactive to create an anti-bullying school environment is the best way to prevent bullying and conflict. Staff educates students on inclusiveness and tolerance. Various lessons and modeling are completed throughout the school year to support students to make school the best environment for everyone in the school community. The Positive Behavior Interventions and Supports Program provides realistic expectations necessary to take a proactive rather than a reactive approach when responding to behavioral and social issues including bullying. Any bullying observed or reported is addressed to resolve conflict quickly. Please see the Positive Behavior Interventions and Supports section. Please review [249 Anti-Bullying/Cyberbullying School Board Policy](#).

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 suspension

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.

A video camera is mounted in all 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.

Students will be given assigned seats on the bus. Drivers will the first two weeks of school to allow students to pick seatmates and a seating chart will be developed. Changes to the seating chart can be made by the driver or principal.

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 monitors, Ms. Amy Tarchick (atarchick@northallegheny.org) or Mr. Steve Schmidt (sschmidt@northallegheny.org), here at school.

CAFETERIA:

Students may purchase a lunch daily using either cash or funds that they have on the Point of Sale (P.O.S.) system. The daily menu options with prices is always on the North Allegheny Website. All students buying lunch or snacks will enter his or her Personal Identification Number (P.I.N.) as they purchase their lunch or snack. Assistance will be given to all students at the beginning of the year as they enter their P.I.N.

Parents may send in cash or a check payable to NA Cafeteria Fund at any time to deposit money into their child's P.O.S. account. Cafeteria Payment envelopes should be used to include student name, Personal Identification Number (P.I.N.), and payment option. For those families with more than one child attending IES, please remember to use separate envelopes for each child.

Reminders will be sent home with the student when their Point of Service [P.O.S.] account accrues a negative balance. If there are any questions or concerns, please contact the Food Service Office at 724-934-7201 or 7236. Parent/guardians are responsible for assuring that a student's [POS] account remains up to date with a positive balance.

The District also has an online payment system called **PaySchools Central**. Log in to PaySchools Central at payschoolscentral.com. More information on PaySchools Central can be found at PaySchools.com.

Cafeteria time is meant to be a pleasant break in the day. Every student is expected to use proper table manners and speak in a normal tone of voice so that everyone may enjoy their lunch break. Restaurant-like behavior is expected, and students are to clean up after themselves.

Bradford Woods Elementary School serves lunches in 30-minute blocks, and all students receive a 30-minute recess. Cleaning of tables occurs between each student group.

CONFERENCES:

Parent Teacher conferences will be held on November 4 and 5, 2024. Information will be sent out in October for parents to electronically sign up for a conference if they feel it is necessary to have a conference with their child's teacher. Parents/guardians are also encouraged to arrange and attend conferences as necessary throughout the year. Please contact your child's teacher if a conference is needed outside of the two regularly scheduled conference days.

COUNSELOR:

Mr. John Susi is the building counselor. He is available to assist students, parents, and staff with academic, social, and emotional needs of students. To make an appointment with the counselor, please call the main office or email him at jsusi1@northallegheny.org. If you are curious about the role of the school counselor and how he may help you or your child, please see [this video](#).

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. Dr. Eimiller has created [this video](#) to share with you how discipline is handled at BWE.

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 depending on the severity of the infraction, 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 3:25 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. Wheelies are not permitted.
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. Unless specified as a reward and approved by the principal, 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.

ELECTRONIC ITEMS/CELL PHONES:

Students are NOT encouraged to bring personal electronic items to school. This includes, but is not limited to iPads, cell phones, smart watches, or other electronic games or equipment. If such items are brought to school, the student will be asked to turn the device off and place it in their backpack. If the device becomes a distraction to the student, the teacher may confiscate the item and require parents to come to the school to retrieve it. 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 - PowerSchool

The District has implemented a Student Information System called PowerSchool. An electronic Parent Portal is available, providing parents a web-based gradebook and reporting system with access to student records schedules, and academic performance, as well as the opportunity to update demographic and contact information. Call the office if you need assistance logging into the portal.

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, emotional, or behavioral 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. Mr. John Susi, our school counselor is the point of contact for all ESAP related questions or referrals. Mr. Susi can be reached at jsusi1@northallegheny.org.

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 if you have questions or concerns.

EMERGENCY DRILLS:

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

- Fire Drills - Monthly
- Emergency Weather Drill – Annually
- Lockdown Drills - bi-annually
- Bus Evacuation Drill - August and March

The Standard Response Protocol (SRP) is based on the response to any given situation using common clear language - not codes or code words.

There is common vocabulary and symbols used with staff, students, parents, and emergency responders:

- **Hold** is a response that would clear the hallways, close and lock doors until the situation has been cleared.
- **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.
- **Secure** is a safety response that brings everyone inside the building and the perimeter is secured. No one is permitted in or out of the building during this time.
- If there is a need to **Evacuate** the building several locations are identified pending the emergency situation. Procedures are in place.

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.

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

HEALTH SERVICES:

Please visit the [Health Services](#) page of our website. You will find useful information about our medication policy, immunization requirements and health care information. During the first week of school or upon enrolling your child, the parent/guardian is requested to complete and return an emergency form for each student. This form is to be returned ASAP. This information is required for your child's care in case of illness or injury.

- It is **important that we have your current personal, work, and emergency phone numbers**. In case of an emergency, accurate information can save valuable time in helping your child. Please remember to notify us at any time during the year of any changes in these numbers.
- If you are planning to be out of town, please provide in writing the name of your child's guardian in your absence if it is not someone who is not on the emergency form. Without this consent, we cannot release your child to this caretaker.
- If there is a change in the custodianship of your child, please notify the office and provide copies of any pertinent court agreements for this change to be honored.

Medications

Medications will be administered by health office personnel according to school policy which includes written parental permission, and a doctor's order for both prescription and nonprescription (OTC - over the counter) medications. A copy of this policy will be sent home the first week of school. Please review this as it includes information on both prescription and nonprescription medications (OTC) and the parent/guardian responsibility with both.

The following are a few important points to remember:

*Students are not permitted to carry medication with them at school. All medication is to be dispensed from the health office.

*Medication is to be brought to school by the parent/guardian in the original container. Never allow your child to transport medication. The health office cannot and will not administer any medication in a baggy, paper towel, etc. This is for your child's safety and is against school policy for medications.

*Tylenol may be administered with parental permission and at the discretion of the school nurse. Please remember to circle the appropriate response on the bottom of the emergency form.

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)

Immunizations

State Law requires every student who intends to enroll in a public school to provide evidence of a successful vaccination history. At various ages, different vaccinations are necessary for enrollment. Some of the immunizations necessary for K-12 students are diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, varicella, and meningitis. Should you have a question regarding the immunizations necessary for your child, please contact the School Nurse. These can also be found at <https://www.northallegheny.org/domain/98>

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 pediculicidal agent and nit removal), the School Nurse will examine your child's head. Proof of treatment (pediculicidal 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

HOMELESS ASSISTANCE:

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Contact Dr. Amy Deluca, Homeless Liaison for the North Allegheny School District at 412-635-4120 or adeluca@northallegheny.org.

HOMEWORK:

Homework is handled differently by each teacher. If you have questions regarding your child's homework assignments, you are encouraged to reach out directly to the teacher who assigned it to better understand their expectations. Homework for all students should be listed on Blackboard each night.

Homework may take your child **more** or **less** time from one night to the next. However, if you feel your child is spending an excessive amount of time on homework each night, please schedule a time to discuss this concern with your child's teacher(s).

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. All students are expected to follow the North Allegheny Acceptable Use Policy when using technology at school. The policy can be found at <https://www.northallegheny.org/Page/3060>

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 check out at least one book that they can read or that will help them to practice reading. Their other book can be anything that interests them.
 - 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 always 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 visit the Library everyday between the hours of 8:50-9:10am to return books and select new ones. We strongly encourage them to do this so that they always have something to read!
 - If a student forgets to return their library book(s) on Library Day, they will not be allowed to check out any more book(s) until their books are returned. If a child forgets their library book, we do allow them to look at and read other books during book checkout time.
 - 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.
- If you have any questions about Library Class, and its procedures or policies, please reach out to Mrs. Flaherty, the BWE Librarian at mflaherty@northallegheny.org.

LOST AND FOUND:

All clothing, lunch boxes, and other small items found at the school are placed in a box in the entryway 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.

MUSIC PROGRAMS:

We are proud of the various music programs we offer at Bradford Woods Elementary!

General Music:

The Elementary General Music Curriculum is a creative and active learning experience in which all K-5 elementary students participate. To reach the whole musical learner, the elementary general music classes will incorporate a wide variety of teaching techniques and approaches drawn from several schools of musical thought and research. The Elementary General Music Curriculum centers around an active understanding and use at different levels of Rhythm, Melody, Harmony, Form, Timbre, and Creativity. Primary modes of instruction are Orff, Kodaly, Dalcroze, and Gordon.

Orchestra

Students have the opportunity to play string instruments starting in grade 3. Participation in orchestra involves small group lessons as well as ensemble, full orchestra practice once a week. Students perform two concerts throughout the year– a winter and spring concert.

Band

The elementary band program is designed for first and second year musicians in grades 4 and 5. Instruction is offered on flute, oboe, clarinet, alto saxophone, trumpet, French horn, trombone, baritone and percussion (bells and snare drum).

There are two components in elementary band instruction. Students learn to play in weekly, half hour, small group lessons with “like instrumentation.” Full band rehearsals are forty-five minute long, weekly classes in which the students learn to play as an ensemble.

Throughout lessons and band rehearsals, students learn to care for their instruments and play their instruments with steady tempo, tone quality, breath support, intonation, rhythm, pitch, harmony, articulation, and ensemble skills.

Band students perform two evening concerts and two in-school assemblies.

Chorus

In 4th and 5th Grade Chorus, the student will learn basic singing techniques to best develop the physical body as a singing instrument. During the two-year elementary chorus experience, the student will focus on five main units. Respiration, phonation, resonant tone production, diction, and expression are the five main focus points of chorus. We learn these skills through various types of repertoire including unison, two part, jazz, holiday, pops, and musical theater. This experience is once a week during the school day for a 45 minute period where students do not miss any academic classes to participate.

Singing Tigers

In 4th and 5th Grade, students who love to sing also have the opportunity to audition for the Singing Tigers ensemble. This ensemble meets once per week in the mornings prior to the school day for a 50 minute period. Students must successfully complete an audition process in the fall to be selected for the ensemble. The five main pillars of chorus are also taught during Singing Tigers but in a fast pace and a more rigorous environment. These students perform during the fall and spring concerts and also may be selected to perform at other events within and outside of the district. Students must participate in chorus to be eligible to audition for the Singing Tigers.

PARENT-FACULTY ASSOCIATION:

The 2024-2025 officers are:

President: Katherine Habr (katherine.habr@gmail.com)

Vice-Presidents: Erica Seals (thesealsfamily11@gmail.com)

Secretary: Sarah King (saslovak9@gmail.com)

Treasurer: Renee Caromano (rcaromano@hotmail.com)

Technology: Jessica Ryan (mrsryan105@gmail.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

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, or for special events like parties or Field Day. 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. If you would like more information about volunteering, please reach out to the PFA or your child's classroom teacher. 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. <https://www.northallegheny.org/Page/309>

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. 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 students 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:

Bradford Woods has two playground areas. One playground is on the side and back of the building (swings, 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.

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—a hair bow, T-shirt, shoelaces, sticker—that represents their grade level's color.

The colors for the 2024-2025 school year are:

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

REPORT CARDS:

The school year is divided into four 9-week grading periods. Report cards are available on PowerSchool 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 Open House. 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.

TESTING/SCREENERS:

Various kinds of testing are administered throughout the school year. Results are used to help determine individual student progress and to make adjustments to curriculum and instruction if necessary.

aimswebPlus

The aimswebPlus program is a web-based system that provides teachers data to identify students who will benefit from early intervention strategies and targeted instruction (remediation and enrichment). The screener is used in grades K-2, but it can be used in grades 3-5 when needed. AimswebPlus uses brief, valid, and reliable measures of foundational skills in reading and math. The system is designed to universally screen and progress monitor students. The screener is given three times a year.

STAR 360

Students in grades 3-5 will be utilizing STAR 360. Three times a year, students take an online assessment allowing teachers and students to gain information about learning strengths and areas to improve in the areas of reading and math.

Study Island Benchmark Assessments

The Study Island Benchmark Assessments are administered 2 or 3 times during the school year. This assessment is closely aligned with PSSA content, and is used to provide teachers in grades 3, 4, and 5 with additional information on the skill levels of individual students as well as to enhance **instruction and intervention strategies within the classroom specific to students' needs**. Students do not receive grades.

Pennsylvania System of School Assessment (PSSA)

The Pennsylvania System of School Assessment (PSSA) is a criterion referenced test used to measure students' progress toward mastering the Pennsylvania Academic Standards in grades 3 through 5. The academic standards identify proficiency levels in Reading and Math for grades 3 through 5, for Science in grade 5. The dates for the PSSA tests are listed in the school calendar.

Students are to be in school during the District assessments and State (PSSA) testing, except in cases of illnesses. The dates for the tests are listed in the school calendar as well as the notifications from the school. As these tests are important, vacations will rarely be approved for the weeks of these tests. Due to the necessity to complete the tests within a given window for all students as mandated by the Pennsylvania State Department of Education, make-ups will occur for students during instructional time if missed.

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 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.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District's online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting the building secretary.