



Elementary Handbook and Procedures

2022 - 2023

Welcome to the Bristol Township School District!

We are glad you are a part of our community. The information on the following pages is a brief summary of some of Bristol Township School District's (BTSD, School District, or District) policies, procedures, and practices. If parents/guardians and/or students would like to review the full policies or have questions regarding them, they may be accessed on the District Website: www.bristoltwpsd.org.

Administrators from the Elementary Schools ask that parents/guardians and students will discuss the policies and procedures contained in this manual and the serious implications for those that violate basic school rules. When students, parents/guardians, and school staff understand their roles and responsibilities of the others, good working relationships are developed. Mutual confidence and respect will always help to provide a secure place for all of our students. Please refer to the Code of Conduct for additional information.

08/17/2018

Revision 10/11/2018, 07/30/2019, 09/02/20, 8/12/21, 7/8/22

BRISTOL TOWNSHIP SCHOOL DISTRICT | 2022-2023 CALENDAR

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Days 4 Student Days 0

26 First Teacher Day
29-31 Professional Dev. Days

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Teacher Days 19 Student Days 19

8 ½ day students
PM professional development
20 Presidents' Day
No school-Offices Open

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Days 18 Student Days 17

1 ORIENTATION DAY
Grades K, 6 & 9
2 No School/Offices Open
5 Labor Day
Offices Closed
6 First Student Day
26-27 Rosh Hashanah
No School/Offices Open

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Days 23 Student Days 22

3 Progress Reports Gr. 4-12
8 ½ day students
PM professional develop
13 Professional Dev. Day-
No School
16 End of 2nd Trimester
Gr. K-5

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days 20 Student Days 19

5 Yam Kippur
No School/Offices Open
10 Progress Reports Gr. 4-12
19 No school – Act 80 Day
21 Mid-Point of Trimester
Gr K-5
26 ½ day for students
PM professional Development

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Teacher Days 17 Student Days 16

6 No School/Offices Open
7 Good Friday
7-10 Spring Break
School & Office Closed
11 End of 3rd Marking Period
21 Eid al-Fitr
Professional Dev. Day
No School
24-28 PSSA - ELA Gr. 3-8

NOVEMBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days 19 Student Days 18

8 Election Day- No school-
Act 80 Day
11 Veterans Day- No school-
Offices Closed
15 End of 1st Marking Period
(Middle & High School)
23 ½ day all students
24-25 Thanksgiving Break
Offices Closed

MAY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days 22 Student Days 21

1-12 PSSA – Math/Science
Make-ups
3 Midpoint of Trimester Gr. K-5
12 Progress Reports Gr. 4-12
16 Election Day
No school-Act 80 Day
15-26 Keystone-Spring
29 Memorial's Day-
No school- Offices Closed

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days 16 Student Days 16

8 End of 1st Trimester Gr. K-5
14 ½ day all students
PM professional development
15-21 Elem. Conferences
(1:15 dismissal for students)
19 Progress Reports
22 ½ day all students
25 Christmas Day
23-31 Winter Break
28-29 Offices Open

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Days 12 Student Days 12

9-15 Elem. Conferences
(1:15 dismissal for students)
13 ½ day for all students
16 Last Student Day
End of 4th Marking Period
Last Teacher Day
19 Juneteenth

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days 20 Student Days 20

2 No school-Offices Closed
3 Classes resume
11 ½ day students
PM professional development
4-18 Keystone Wave 2
16 M.L. King Day
No school-Offices Closed
31 End of 2nd Marking Period
Mid-point of 2nd Trimester

Calendar Key	
	Student/Teacher Holiday
	Schools/Offices Closed
	½ Day for Students
	Prof. Development Students Off
	July 4 th Offices Closed
	July 24-28 Summer Keystone

Board Approved March 21, 2022 Approved

Administration

Brookwood Elementary School

Jacqueline Cubberly, Principal
Ken Melton, Assistant Principal

(P) 267-599-2400

2200 Haines Road
Levittown, PA 19055-1810

Keystone Elementary School

Mark Wilicki Principal
Aaron Quarterman, Assistant Principal

(P) 267-599-2470

1800 Keystone Street
Croydon, PA 19021-6830

Mill Creek Elementary School

Sharon Vitella, Principal
Chris Schoettle, Assistant Principal

(P) 267-599-2440

6501 Mill Creek Road
Levittown, PA 19057-4001

Accidents

Accidents occurring in the school building, in school vehicles, on school grounds, at any athletic event, or during any school-sponsored activity must be reported to the person in charge at the time, as well as to the school nurse.

Act 80 Days

In accordance with Act 80, BTSD has designated Act 80 days for the faculty, staff, and administration to address curricular issues. The entire staff will be involved with this process, and students will be dismissed early on occasions or will not report to school at all. On days of early dismissals, no activity buses will be provided, and all students must leave the building at dismissal. Coaches/Advisors will notify participants of schedules.

Address Changes

Changes of address, telephone number, name, or parent/guardianship must be reported promptly to the school secretary. Failure to do so may be the reason for withdrawal of the student.

A change of address must be accompanied by proof of residency. Completing an emergency card for the nurse does not automatically change computer information.

Assault of Students

(School Board Policy No. 218.3)

The Administration and teachers have a zero tolerance for any violent act or actions that endanger the safety of any of our students. Any student who fights will be suspended.

If students know of a fight or feel threatened to fight, they should tell a teacher, report to the Guidance counselor's office or talk to one of the principals immediately. School staff will assist in mediating or resolving the issue.

Students are also reminded that kicking, tripping, pushing, wrestling, biting or other types of "horseplay", endanger the safety of students and most often result in fighting. **Students who cause physical injury to another student or who persistently engage in horseplay will be suspended for endangering the safety of other students.**

This policy applies to conduct of students while under the supervision of the school or any time while on school property, while present at school-sponsored activities, and while traveling to or from school or school-sponsored activities.

Assessments

(School Board Policy No. 127)

The Board will grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular District office hours. The District will ensure the security of the assessment documents.

The Board will grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent.

The Superintendent or designee will annually disseminate to parents/guardians and the public information regarding student assessment results.

Attendance

(School Board Policy No. 204)

No factor has a more direct relationship to a student's success in school than a good attendance record.

Attendance is required of all students enrolled in the District during the days and hours that the school is in session.

Attendance Regulations and Responsibilities

Philosophy

The Bristol Township School District believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline, and good work habits. Attendance is essential if students are to derive maximum benefit from their education and reach their fullest potential.

Attendance Policy

Reasonable cause for absence from school: illness, quarantine, recovery from an accident, required court attendance, death in the family, family educational trips, or educational tours and trips. Religious holidays approved by the Board shall also be excused.

- If written excuses are not provided within 3 days of the absence, the days will be considered unexcused.
- Excuses received after three (3) but before fifteen (15) days will be considered by an attendance committee.
- Written excuses received after fifteen (15) days may be considered unlawful.
- All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts in any state, commonwealth or territory.
- Students with three (3) or more unexcused absences will receive written notification from the school.
- Students under age 18 will be referred to the District Home and School Visitor.
- Absences will become illegal and may result in a summary conviction for a violation of Compulsory School Attendance Laws.
- Unexcused absences for all students may result in school disciplinary action in accordance with the Discipline & Attendance Guidelines.
- Excuses must be for one of the permissible reasons for absence stated above.
- For students age 18 or older, who are absent for more than 30 days in a school year, may be subject to withdrawal from school proceedings.

Attendance Procedures

If the attendance regulations are to be effective in reducing unnecessary student absenteeism, student absences must be monitored and related to appropriate school responses. The Discipline and Attendance Guidelines provide for appropriate disciplinary options and responses related to school tardiness and truancy. Procedures for attendance are as follows:

1. When a student is absent, a phone contact and/or evening computer message will inform parents/guardians of absence.
2. **If written excuses are not provided within 3 school days of the date of absence, the days of absence will be considered unexcused.**
3. At the discretion of an Administrator or of the Home and School Visitor, medical excuses may be required in cases of questionable absences and for absences exceeding 10 days per school year. Medical excuses must contain specific dates of absence. Blanket medical excuses will not be accepted. Medical excuses that are altered in any way will not be accepted. **Medical notes for chronic medical issues must be renewed on a yearly basis.**
4. Truancy, tardiness, and unexcused absences are behaviors which are subject to a disciplinary response under the Discipline & Attendance Guidelines.
5. Counselor contact will be made with the student whose attendance is infrequent or irregular.

Absence Notes Required: Absence notes are required for all absences, and absences shall be considered as unlawful until the school receives a written excuse explaining the absence. Absence notes must be submitted within three days of the return to school. Notes received after three days but before 15 days will be reviewed by an attendance committee. **Parents/guardians may submit absence notes until the 10th absence, after that only notes from a licensed practitioner of the healing arts are accepted.**

Excused Absences: The District considers the following conditions as reasonable absences from school: illness, quarantine, recovery from accident, required court attendance, death in the family, family educational trips (with prior approval), and educational tours and trips. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Habitual Truancy: Habitual Truancy shall mean 6 or more school days of unexcused absences for a student subject to compulsory school attendance. Should a student be found to be habitually truant a student attendance improvement plan conference will be held.

Excessive Absences: BTSD mandates that absences of more than 10 days per school year are excessive. Any student who is absent more than 10 days shall have his/her attendance records reviewed by the Principal or his/her designee. The student may be required to appear at a hearing of the school's attendance review board. Included in these 10 days are all excused absences, unexcused absences, and suspensions.

Parents/Guardians of students who accrue 3 or more unexcused absences will be issued an **Official First Notice. This notice is issued once per school term.** The notice informs the parent/guardian of the PA State Law, the dates of unexcused absences and that any further unexcused absences will result in a student attendance improvement plan conference and may result in a referral to a school based or community based attendance

improvement program, county children and youth agency and/or a citation for truancy to the District Magistrate.

Make Up Work: Students who are absent from school will have the opportunity to make up missed work. **All absences other than illness and family emergencies must be approved in advance. Educational/Family trips must get Principal approval by submitting a written request at least ten days prior to the desired trip.**

Religious Observance/Instruction: An absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused.

Students will be released from attendance for participation in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than 36 hours per school year. The Board will not provide transportation to the religious instruction.

Students who are transported should be expected to wait a reasonable length of time if the bus is delayed. Students arriving to school on a bus that arrives late will not be marked late, therefore they will still qualify for perfect attendance. **Missing the school bus is not an excuse for missing school.**

Guidelines for Keeping Child Home

Question: How do I decide if my child is too ill to attend school?

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

- A fever of 100° or higher
- Vomiting or Diarrhea
- Persistent cough or thick nasal discharge
- Itchy, watery red eyes with a crusty discharge
- Severe ear pain

Authority of Teachers and Other District Employees

(School Board Policy No. 218)

Teaching staff and other District employees responsible for students have the authority to take action necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Bicycles and Other Vehicles

(School Board Policy No. 223)

The Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility/risk by parents/guardians and students. Rollerblades, skateboards, hoverboards, and scooters are prohibited on school property, and students may not ride them to or from school. Likewise, students are forbidden to use sneakers with wheels in the hallways and on any school property. Any student who violates traffic laws or endangers their own safety or the safety of anyone else on the way to school or on the way home will be disciplined by Administration and will be reported to the Bristol Township Police.

Bullying/Cyber Bullying

(School Board Policy No. 249)

The School Board is committed to providing a safe, positive learning environment for our students. Therefore, the Board prohibits bullying by District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe

environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

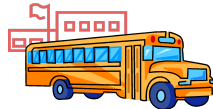
The Board prohibits all forms of bullying by students. Bullying includes cyber-bullying by electronic means.

The Board encourages students who have been bullied to promptly report such incidents to their teacher, guidance counselor or one of the principals.

Any student who violates BTSD Board Policy No. 249 shall be subject to disciplinary action consistent with the Discipline & Attendance Guidelines, which may include:

- Loss of school and/or bus privileges.
- Exclusion from school-sponsored activities
- Suspension
- Expulsion
- Transfer to another school building, classroom or bus
- Counseling/Therapy outside of school
- Referral to law enforcement officials

To see the full policy and complaint procedures, please review District Policy No. 249 which is available on the District website at www.bristoltwpsd.org. Report forms are also available on the District website.



Bus Safety Rules/Transportation **(School Board Policy No. 810)**

Riding the bus is a privilege. In accordance with Board policies and guidelines and contractor regulations, each school bus driver is authorized to implement safety and behavior standards on his/her bus. Drivers are to report any discipline or safety concerns to the Transportation Coordinator in writing which he/she will share with Administrators for the discipline of students. The driver, as well as the contractor and the administrator in charge of transportation, shall maintain a list of students assigned to the bus, and the driver shall assume responsibility of informing the students of standards required of them. Each student may board and depart from their **assigned bus only at the stop designated** for him/her. Any alternate transportation needs are to be done in the car line. The district reserves the right to withdraw the privilege of transportation from any student after presenting to the student and parent/guardian just cause for the withdrawal. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers.

Buses may be equipped with cameras or other recording devices. The recordings will be used to monitor student behavior to maintain order on the school buses and to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. Students who violate these Bus Safety Rules may be excluded from riding the bus and may be subject to further disciplinary action. Parents/guardians are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

Email Transportation concerns or issues to: transportation@bristoltwpsd.org
For immediate attention call 267-599-2390

Students must follow the following Bus Safety Rules:

Three General Rules

- Always follow the directions of the bus driver and the bus safety.
- Obey all safety rules.
- Be courteous to all passengers and respect what belongs to them.

Waiting for the Bus

- Help the buses run on time. Be at your stop **at least** 5 minutes before and 5 minutes beyond your assigned stop time.
- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus. Turn around and go home.

Danger Zone

- Students who must cross the street must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross **in front** of the school bus.

Riding the Bus

- Keep all parts of your body inside the bus at all times.
- Help keep the bus clean. Don't throw any objects on the floor or out the windows.
- Talk quietly and avoid loud, boisterous behavior, including singing, standing, clapping, stomping or yelling that would be distracting to the driver.
- Live animals, glass containers, firearms, or any items that could be considered a weapon (i.e. toy guns, knives, razors, etc.), explosives, or any other dangerous or objectionable item may not be taken on the bus. Balls for sports are not allowed on the bus unless they fit in the student's school bags and stay there at all times. No scooters, hoverboards or skateboards.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc., that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Find a seat as soon as you board the bus. Bus drivers can assign seats. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Absolute quiet is required when the bus approaches a railroad crossing so the driver can listen for an approaching train.
- No smoking, vaping, electronic cigarettes, lighted matches, or open flames are permitted on the bus.

- You, the student, will have to pay for the repair of any damage you may cause to the bus.
- No spitting, eating or drinking on the bus.
- No inappropriate use of any electronic device that causes a disruption on the bus and distraction to the driver will not be permitted at any time.
Example: video or photographs of other passengers, postings on social media, inappropriate or audible music or videos.
- Do not ride a bus you are not assigned to.
- No spraying of cologne, deodorant, body spray or any other type of chemicals or aerosols, pump spray or lotion while on the bus.
- Never tamper with emergency exits, or equipment unless an actual emergency exists.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.

Leaving the Bus

- Always cross the street 10 feet in front of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus, unless you are approaching the entrance door.
- Drivers are allowed to drop off passengers only at the student's regularly scheduled bus stops.
- Kindergarten and designated special needs students must be met at the bus stop by a parent, guardian or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per School Board Policy No. 810.

Cafeteria Expectations

Students are expected to:

- Stand in line properly, with no pushing or "butting" in line.
- Walk. Running is NOT acceptable behavior.
- Sit properly in the seat. Students are not to lean back on their chairs or move chairs around to other tables. Feet are to be on the floor.
- Show proper table manners. Throwing food, stealing, or handling other students' food is prohibited.
- Do not comb hair or apply makeup at the lunch table.
- Not take food, beverages, candy, or snacks from the cafeteria.
- Follow hall pass procedures. No student is to leave the cafeteria without a pass from a teacher or staff member.
- Keep the dining area clean. Trash is to be picked up and placed (not thrown) into the garbage cans.
- Keep noise at a moderate/reasonable level. No disruptive or loud behavior is permitted.
- Sit at assigned tables unless permission is given to sit elsewhere by a principal or teacher.

Cafeteria Regulations

The prices for the various lunch items will be published prior to the opening of school. The menu will be posted throughout the school, published in the newspaper, and read each day during announcements.

The lunch period is a busy time and proper management and decorum are necessary. It is important that all students follow the directions of the teacher or staff members who are in charge of lunch shifts.

Care of School Property (School Board Policy No. 224)

Our schools stress pride in their buildings, and that includes making sure that our building is always appealing. School facilities should be treated with care and concern, and all of us should be aware that visitors are judging our school by the appearance we keep. No student should litter the hallways or the outside area with paper or other garbage. Please put paper and trash in the proper receptacles.

Any student who damages school property will be held liable for the damage. A bill will be submitted to the parents/guardians for the cost of such damage. Students may also be suspended for damage done to school property. Students and others who deface or damage any school property may also be prosecuted and punished under the law. Parents/Guardians of those students will be held accountable for their students' actions.

Students who lose or damage textbooks, supplies, equipment, Chromebook, hotspot, other electronic equipment that has been loaned, or furniture will be expected to repay an appropriate amount to replace the damaged property.

Any time the lavatories of the school are vandalized, the Principals may impose a bathroom lockdown for the whole school, for boys or girls only, or for selected grade levels. At that time, all student lavatories will be locked with the exception of one that can be closely supervised. During a lavatory lockdown, students may use the lavatory between classes only. In cases of emergency, students will report to the nurse or the main office. The lockdown will be in effect until the vandalized lavatories are repaired or cleaned. All acts of vandalism, theft or property damage may be reported to the Bristol Township Police.

Child/Student Abuse (School Board Policy No. 806)

With some limited exceptions, a school employee is a mandated reporter and shall make a report of suspected child abuse if the person has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances: (i) The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;; (ii) The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child; (iii) A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; and (iv) An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Class Activities: Dances, Trips (School Board Policy No. 231)

Attendance on any school trip or school function (dances, etc.) is at the discretion of the Principal or his designated representative. Students who have been suspended or have excessive disciplinary referrals, chronic absenteeism or lateness may be excluded from any or all activities. The simple act of purchasing a ticket for these functions does not automatically signify permission to attend. Anyone purchasing a ticket, who is not permitted to attend, will have his or her ticket money refunded when possible. Trip money may **not** be able to be refunded because of the use of outside vendors. All dances are "closed" to non BTSD students.

Closing of School

Announcements concerning the closing of school due to inclement weather or other emergencies will be announced on the local radio station, WBCB, 1490 AM and our District website, which is www.bristoltwpsd.org. If listening to a Philadelphia station, the emergency closing number is **774**.

Please do not call the school on days that there may be a closing or delayed opening. Phone lines need to be kept open for other important matters that are necessary for keeping our schools safe during an emergency situation.

Communicable Diseases

(School Board Policy No. 203)

Students who have been diagnosed by a physician, or if a school nurse suspects has a disease, will be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.

Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

Parents/guardians may review all curriculum materials used in instruction relative to communicable and life threatening diseases during school hours.

Complete copy of Communicable Diseases District Policy No. 203 is available on the District website at www.bristoltwpsd.org.

Conduct at Assembly Programs

School faculty and Principals hold high expectations for student behavior, and all presenters of assemblies will be treated with respect. At times it may be necessary for a teacher, a team, or an administrator to remove a student from an assembly program because of behavioral problems.

Controlled Substances/Paraphernalia

(School Board Policy No. 227)

Substance abuse, use of drugs and/or alcohol will not be tolerated on BTSD property, at any school sponsored activity and during the time spent traveling to and from school and school sponsored activities. Pennsylvania Board of Education regulations require that all instances of possession, use or sale of a controlled substance or drug paraphernalia will be immediately reported to the local police department. Parents/Guardians will be advised whether the police department has or will be notified of the incident. Please refer to District Policy No. 227, which addresses the possible disciplinary actions, which may include arrest, suspension, or expulsion, in conjunction with referrals for student assistance.

Counseling

Counseling services include academic and personal. To find out how to make an appointment with a counselor, parents/guardians should contact their school building or secretary.

Anything discussed in the Guidance office is held in the strictest confidence (with certain exceptions). A counselor will not keep the following items in confidence: harm to self and/or others. In these situations the counselor is obliged to tell only those people necessary who can get the student immediate help.

Curriculum Review

(School Board Policy No. 105.1)

Upon request by a parent/guardian or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

To see the full policy and procedures for requesting this information, please review District Policy No. 105.1, which is available on the District website at www.bristoltwpsd.org.

Dating Violence

(School Board Policy No. 252)

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

When a student believes that she/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal or designee.

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

A full copy of the district policy, which contains complaint and investigation procedures, is available on the School District's website at www.bristoltwpsd.org.

Daytime Curfew

On July 14, 1999, the Bristol Township Supervisors enacted a daytime curfew for all school children, ages 8 to 18. This ordinance stipulates that students must be in school on all days school is in session and are not to be found on/in any public street or place when they should be in school. Students found in public places during school hours will be stopped by police and brought back to their school and issued a citation, which could carry a fine of up to \$300.00 plus court costs. Parents and/or guardians with students, who refuse to leave home to attend school, can call Bristol Township Police at 215-785-4040 and police will bring the student to school and issue the citation. Payment of this fine can then be averted by continuously attending school for 30 days following the issuance of the citation.

Discipline

(School Board Policy No. 218)

Students are responsible for abiding by the rules and regulations of the BTSD Discipline & Attendance Guidelines.

Students are to obey all rules and regulations of the school, as well as the policies of the Board of School Directors.

Disorderly Conduct

Disorderly conduct is considered behavior on the part of a student, which causes public inconvenience, annoyance or alarm. Such behavior may include but is not limited to fighting, threatening, or violent acts. Excessive noise, obscene language/gestures, or creating a hazardous or physically offensive condition is also considered disorderly conduct. All such actions may be reported to the Bristol Township Police. Students involved in any of the above behaviors are subject to suspension and/or could be cited under PA Crimes Code.

Dress Code (School Board Policy [Policy 221](#))

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. A dress code shall be established for students and shall be disseminated in student code of conduct. Students who violate the dress code will be referred to the building principal's office, where appropriate action will be taken.



Bristol Township School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, race, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers are able to focus on teaching without the additional burden of dress code enforcement.
- Conflict and inconsistent and/or inequitable discipline should be minimized.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography, racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.

- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Ensure that all students are treated equitably regardless of sex, gender identity, gender expression, sexual orientation, ethnicity, race, religion, cultural observance, household income or body type/size.

DRESS CODE

Bristol Township School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, race, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle:

Students are expected to come to school dressed in a manner that assures adequate modesty. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms),
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts),
- Shoes. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE)

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, face and ears must be visible)
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Clothing, hats or other garments/shoes that portray violent language or images.
- Images/language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).

- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Clothing that reveals visible undergarments (visible waistbands, visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided two (2) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit; measuring straps or skirt length;
 - asking students to account for their attire in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Electronic Devices **(School Board Policy No. 237)**

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive calls, messages, texts, data or images; operate online applications or provide a wireless unfiltered connection to the Internet.

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their building and programs, on district property, and /or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school

and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing..

The District shall not be liable for the loss, damage or misuse of any electronic device.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian

Emergency/Fire Drills

Emergency drills will be conducted regularly, and all students are required to take the exercise seriously. A drill is not to be considered as a recess, but as an exercise that could save lives.

At the sound of the fire alarm, students should immediately follow the direction of their teachers. Students will walk out of the building quietly in single file. There shall be no pushing, shouting, or horseplay.

Once outside, students will line up behind their teacher. All students will wait quietly while their teachers take roll. At the signal, all students will return to their classrooms, once again in a quiet, orderly fashion. Students who cannot follow the procedures correctly will be referred to the principal's office.

English as a Second Language (ESL) (School Board Policy No. 138)

The District provides a program of educational services for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program includes bilingual/bicultural or ELL instruction. For more information contact the Federal Programs Supervisor or Secondary Supervisor of Curriculum and Instruction at 215-943-3200.

Family Educational Rights and privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Field Trips

(School Board Policy No. 121)

Frequently teachers may escort their classes or groups to sites off the school campus to enhance the learning experience of the students. All students of the school are reminded that they are representatives of the school when they attend museums, theaters, or other public places. All school rules are in effect, and students are required to follow the directions of their teachers.

For any field trip (including all End-of Year Activities) there are academic, attendance, and behavioral requirements that students must meet in order to be eligible for the trip. There may be additional requirements for students to participate in any end of year activities.

Financial Obligations

Students are obligated to return or make restitution for all borrowed books, materials and equipment, including any technology equipment. Restitution is also required for damage caused by student carelessness or vandalism. Students should be encouraged to resolve financial obligations as they are incurred rather than postponing them until a later date. The penalty for failure to resolve obligations by the end of the school year results in the withholding of the students final report card. These obligations will follow the students to middle school if not met.

Food Allergy Management

(School Board Policy No. 209.1)

The District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Prior to enrollment in the District or immediately after diagnosis of a food allergy, appropriate medical plans of care shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, District or school nutrition staff, the student, if appropriate, and any other appropriate persons.

A complete copy of the Food Allergy Management Policy is available on the District website at www.bristoltwpsd.org.

Food Services/Free/Reduced Meal Guidelines

(School Board Policy Nos. 808, 808.1)

The goal of the Food Services Department is to provide students with lunches that are appealing, nutritionally balanced, and reasonably priced. Students may also bring lunch, which has been prepared at home. Parents/guardians may fund their child's food service account by simply sending a check to the Cafeteria Service Manager made out to "Bristol Township Food Service". Lunchroom behavior is supervised by lunch monitors, and students are expected to abide by established rules and regulations. Students are not permitted to leave school premises for lunch.



During the 2022-23 school year, all district families will receive free lunch and breakfast. For further information on program qualifications and requirements, contact the Food Service office at 267-599-2035.

School Breakfast & Lunch Prices -Effective for 2022-23

Elementary Breakfast	1.30
Secondary Breakfast	1.55
Elementary Lunch	2.80
Secondary Lunch	3.30
Adult Lunch	4.50

Gifted Education

(School Board Policy No. 114)

The School District is required to identify the students of school age who are thought to be mentally gifted. If you believe your child is talented and may be eligible for gifted education, please contact the principal or counselor at your student's school to request an evaluation. All students in grade 2 will be screened for participation in the Gifted program. Students who qualify for further testing, will have their parent/guardian notified and permission requested for further testing.

All information by evaluation is strictly confidential. Provisions will be made for parents needing communication in their native language. If you are in need of further assistance, contact the Special Education Office at the School District Administration offices at 215-943-3200.

Grading

The elementary schools use standard based grading which is as follows:

4-Advanced/Mastery – Demonstrates extensive mastery of the concepts and skills taught within standards at this time.

3-Proficient/Meeting – Demonstrates sufficient mastery of the concepts and skills taught within standards at this time.

2-Basic/Emerging – Demonstrates partial mastery of the concepts and skills taught within standards at this time. May require teacher guidance and feedback to demonstrate the skill.

1-Below Basic/Minimal – Demonstrates minimal mastery of the concepts and skills taught within standards at this time.

Guest Teachers

Guest teachers are substitutes who come to our building to assist us. These guest teachers are to be treated with the utmost courtesy and respect. Students who attempt to be disruptive in a substitute teacher's class or those who try to take advantage of the substitute will be sent to the office for disciplinary action.

Health and Safety Plan

[Click Here](#)

Health Services

(School Board Policy No. 210)

All student medications must be taken to the health office upon arrival at school for administration by the school nurse. Students cannot be treated in the health office unless a current medical emergency card is on file. Students who become ill during the school day should report to the health office. If it is necessary for the student to go home, the nurse will inform the parent or guardian. The student will be released from school to a parent or guardian with proper identification. If the procedure is not followed and the student leaves without properly checking out, the student may be subject to disciplinary action. A school nurse is on duty throughout the day. **It is therefore very important that parents and/or guardians keep emergency phone contact numbers up to date.** See also "Medications – Use of".

Home & School Visitor

If a student is regularly absent from school, the quality of his or her education suffers. It's the job of the Home and School Visitor to explore the causes of poor attendance with the student and parents/guardians. The goal is to involve the School District in a partnership with the home and community to ensure a high caliber learning experience. For further information, call 215-943-3200, Ext. 2078 or Ext. 2039.

Homebound Instruction

(School Board Policy No. 117)

When a student is prevented from attending school for an extended period of time, parents/guardians may request homebound instruction. To be eligible for this service, a statement from the student's physician must indicate that the condition will keep the student out of classes beyond 15 school days.

To find out more about homebound instruction, contact the Guidance office. If a student will be absent for more than 3 days, but less than 15, parents/guardians may obtain assignments for home study by contacting the Guidance office. The secretary will assign a time when assignments may be picked up in the Guidance office.

Homeless

(School Board Policy No. 251)

The McKinney-Vento Homeless Assistance Act provides schools with guidance regarding how to assist "children and youths" who lack a fixed, regular, and adequate nighttime residence. A student/family that meets the definition of being homeless can be assisted by a District social worker to advise them of District and local resources that may assist the student and family. Every effort is made to help students continue in their school of origin or the school that is in their best interest, including possible transportation arrangements. If a student or family believe they may qualify for homeless services, please contact the school counselor to request assistance or the Bristol Township School District Homeless Liaison, Al Oberman 267-599-2011 al.oberman@bristoltpsd.org

Homework

(School Board Policy No. 130)

Homework is an important part of your child's education. For specific information regarding homework requirements, contact the individual teacher.

Should any parents/guardians become concerned by lack of homework, please do not hesitate to contact the appropriate teacher.



Honor Roll (Grades 4 & 5)

For the second and third marking periods, students must achieve at least Proficient (P) in all areas evaluated. Additionally, students must also have an S and/or O in all special areas: Art, Library, Music, and Physical Education. **BUG (Bringing Up Grades) Club** is to recognize students who brought up at least one grade in a core content area, while not going down in any marking areas.

Insurance

(School Board Policy No. 211)

Student insurance is available each year at a nominal cost and is optional. When students are insured under this plan, they will be given a claim form from the nurse's office. This form must be completed by the parents/guardians and presented to the doctor or hospital. The school merely acts as an intermediary in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Lateness

Elementary Schools All students are expected to be in their homeroom by 9:20 a.m. Students who are not in their homeroom by 9:20 a.m. are considered tardy and must report to the office for a late pass. A student whose bus arrives after 9:20 a.m. will not be considered tardy.

Lost & Found

Students who find lost articles are asked to take them to the main office. Lost articles, which are not claimed within a reasonable time will be donated to a charitable organization in the community. Students who experience a loss of personal property need to report the loss to the office as soon as the loss is noted.

Makeup Work

Following any excused absence, students are expected to make up their missed assignments promptly. Students may need to stay after school in order to fulfill this responsibility. Students have 1 day per absence to make up their missed work. (Example: If a student is out for 2 days, they will have 2 days to make up missed work.) For further information, contact the student's classroom teacher.

Medications (Use of)

(School Board Policy Nos. 210, 210.1)

Prescription medications will be administered only upon written order by a private physician and only with the written permission of the parent or guardian. Only medications, which are absolutely necessary, will be administered during the school day.



All medications brought to school must be kept in the nurse's office in a locked cabinet or drawer, and must be administered in that office by a licensed nurse.

A prescription label must accompany each drug and must include the prescription number, date of prescription, the student's name, the name of the medication, directions for administering it, the name of the prescribing doctor, and the name of the issuing drug store.

Over the counter medications other than acetaminophen will not be dispensed in school unless prescribed by a physician. Over the counter medications that have been approved by the district physician will be dispensed by a licensed nurse with written parent/guardian permission.

The school nurse will notify teachers if a student is to receive medication during the school day.

All personnel are directed to report to the principal any student observed taking medication anywhere other than in the health office unless that student has a medication pass. Principals are directed to investigate and take appropriate action.

A student may be allowed to carry an asthma inhaler/epinephrine auto-injectors that is needed for immediate relief of a medical condition on his/her person as long as all requirements set forth in School Board Policy No. 210.1 are met.

A school nurse will assess a student's capabilities for self-administration and for ability to act responsibly.

Students who are allowed to carry and self-administer asthma inhaler/ epinephrine auto-injectors must carry a medication pass that the student must show to any inquiring

school personnel to verify that s/he has permission for carrying and taking the medication. The pass must designate the name of the medication, dosage, times to be taken and any other special considerations. The asthma inhaler/ epinephrine auto-injectors itself must be labeled with the student's name.

Complete copies of School Board Policy Nos. 210 and 210.1 are available on the District website at www.bristoltwpsd.org.

Messages & Deliveries

The administration, faculty, and staff strive to make each moment of your child's education as meaningful as possible. It is imperative that we work together to insure that your student receives the highest quality instruction available. Please be advised that only emergency situations will be acknowledged if a student is to be disturbed during the course of the school day. **Non-emergency messages, deliveries and phone calls will not be honored as a reason to interrupt a student's educational setting.** We hope that this policy will help to minimize disruptions in your child's school day.

Multi-Tiered Systems of Support (MTSS)

Based on a student's scores on the district Universal Screener, as well as other measures, students will receive additional support throughout the school day according to their needs. During this designated time throughout the day, students will get instruction in the skills that they need to become proficient at grade level standards. Additionally, for students who are proficient or advanced in grade level standards, an opportunity for enrichment in skills will be provided. The goal of MTSS is to intervene early so students can catch up with their peers. All students are screened, the aim is to address academic and behavior challenges. MTSS focuses on the "whole child." That means it supports academic growth, but many other areas too. These include behavior, social and emotional needs, and absenteeism (not attending school).

Nondiscrimination in School & Classroom Practices (TITLE IX) (School Board Policy No. 103)

The policy of this district is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district will provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district will use to ensure all students receive a quality education. The district will make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

Students and third parties who have been discriminated against are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review School Board Policy No. 103, which is available on the District website at www.bristoltwpsd.org. Report forms are also available on the District website.

Compliance Officer
Al Oberman Director of Pupil Services
5 Blue Lake Road, Levittown, PA 19057-4014
(215) 943-3200, Ext. 2011

Nondiscrimination – Qualified Students with Disabilities (School Board Policy No. 103.1)

The policy of this District is to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The District will provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

Students and parents/guardians who have been discriminated against or harassed are encouraged to promptly report such incidents. To see the full policy and complaint procedures, please review District Policy 103.1, which is available on the District website at www.bristoltpsd.org. Report forms are also available on the District website.

Compliance Officer
Mr. Michael Nitti - Superintendent
5 Blue Lake Road, Levittown, PA 19057-4014
(215) 943-3200, Ext. 2012

Parent Conferences

Parents/guardians are encouraged to request a conference with elementary school faculty members whenever they have a concern about a student's progress. A conference with a counselor, teacher or several teachers can be arranged by calling the principal's Office. Several days' notice is generally required to arrange a joint conference involving several teachers. In addition, elementary conferences for parents/guardians are offered at the end of the first and third trimester. You will receive an invitation when the time is near.

Parent Groups

Parent discussion groups are offered periodically as the need arises. Past groups have focused on such topics as effective parenting and drug and alcohol abuse prevention. Parents/guardians who would like to be part of such a group or have an idea for a future group should contact the main office.

Parent Teacher Organizations (PTO)

(School Board Policy No. 915)

The PTO is a very important part of our schools. Parents/guardians are encouraged to become an active participant in this organization. Flyers announcing the scheduled PTO events and meetings will be sent home with students later in September. The prime purpose of the PTO is to strengthen the bond and improve understanding between home and school. It is important to your child that you support and attend PTO meetings and events whenever possible. We encourage all parents/families to participate in the PTO at their child's school.

Photographs

BTSD has contracted with Barksdale School Portraits for the elementary schools. Every student will be photographed for record keeping purposes. As part of the bid award, each student's picture will be taken and appear in the yearbook. Each student will be provided with an identification card early in the school year as well. Photo packages will be made available to parents/guardians for purchase as a result of these photo sessions.

Parents/guardians are in no way obligated to purchase any photographs.

PikMyKid

In our ongoing efforts to enhance your children's safety, we have decided to continue using the PikMyKid Dismissal Application. If you change your student's dismissal, a note must be sent into the office in the morning. Your child should give the note to their teacher and then the teacher sends it to the office.

Plagiarism

Definition: Plagiarism is taking or lending at inappropriate times a person's work, information, ideas, research or documentation without properly identifying the originator. Students may not misrepresent someone else's work as their own. The teacher's professional judgment will determine whether cheating has occurred. Should a student be caught plagiarizing someone else's work as his or her own, the student will receive a failure for that assignment or project. Repeated offenses could result in additional disciplinary measures such as suspension.

Progress Reports

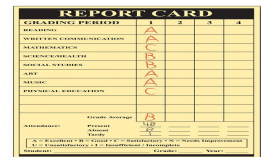
Progress Reports are available at the midpoint of each trimester. They will inform the parents/guardians of each student's progress in each course at that time.

Psychological Services

A psychologist is available to help parents/guardians and school personnel understand the uniqueness of individual students--their strengths, limitations, and potential. In response to referrals by the child study team, the psychologist evaluates students experiencing difficulty in school, and recommends services and programs designed to meet specific needs. For further information, contact the Principal's office.

Report Cards (School Board Policy No. 213)

Report cards for elementary school students (grades K-5) will be issued at the close of each of three reporting periods during the school year and are available on the Parent Portal. Please contact your child(ren)'s school if you would like a printed copy.



SAFE2SAY Something

S2SS is designed to help students and school staff recognize risk factors and signals of those who may be a threat to themselves or others. From a student perspective, S2SS teaches students to treat every warning sign seriously and to act quickly to get help by talking to a trusted adult and/or by reporting it anonymously to the Pennsylvania S2SS Crisis Center via telephone, mobile device, or website. The program is based on the following three-step system:

1) An anonymous tip is submitted via one of the following options:

1. Website: www.safe2saypa.org
2. Tip Line: 1-844-SAF2SAY
3. Mobile App

2) All calls and tips are received by the S2SS Crisis Center twenty-four hours a day, seven days a week.

3) School officials and/or law enforcement intervene to offer assistance.

*During school building hours and for immediate assistance and/or response, students are encouraged to contact a building principal, guidance counselor, teacher, and/or nurse.

SCHOOL HOURS

The following hours are established for the elementary and secondary schools of the District:

Student Day

School Level	Start	Dismiss
High School	7:13 a.m.	2:13 p.m.
Middle Schools	8:00 a.m.	2:45 p.m.
Elementary Schools	9:20 a.m.	3:45 p.m.

School-wide Positive Behavior Instructional Support (SWPBIS)

Each elementary school has created, defined, and teaches a set of school-wide expectations to all students as a foundation for creating a positive school climate by acknowledging and celebrating students for meeting those expectations. There is additional information linked on the district and schools' websites.

Searches

(School Board Policy No. 226)

School authorities may search students or their belongings, including lockers, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. The possession of illegal and prohibited materials seized during a search may also be reported to the local law enforcement agency.

A complete copy of the Searches Policy is available on the District website at www.bristoltwpsd.org.

SeeSaw

This is a communication tool that classroom teachers will use to share information with you and your student. Please be sure to check often so you are aware of all of the fun, exciting learning opportunities that are taking place in your child's classroom. Your child's teacher will send home information on how to access their individual information.

Security/School Police

Security/School Police services are provided by BTSD Security Personnel and School Police. Security Personnel/School Police assist with traffic management, parking, and enforcement of regulations. Any questions or concerns about Security Services/School Police should be directed to the School Police Coordinator at 215-943-3200, Ext. 2029.



Snow Days

The snow emergency number for BTSD is **774**. When inclement weather causes schools to close or to open late, information will be broadcast on WBCB-AM (1490kz), as well as on metropolitan Philadelphia radio stations. The same information will be broadcast on Cable Channel 15, Channel 28 (Comcast), Channel 41 (Verizon), Facebook and district websites at www.bristoltwpsd.org as soon as the decision is made.

In the event of a school closing, notification will be made by School Messenger phone & email systems. It is important to keep all contact information current, please contact the secretary in your child's school office to update your information.

Special Education

(School Board Policy Nos. 113, 113.3 and 113.4)

The Individuals with Disabilities Education Act (IDEA) mandates school districts to provide outreach to parents/guardians to inform them of the full spectrum of instructional programs and related services offered to students with disabilities.

If your child is not currently receiving special education services and you believe that he/she has developmental, learning, and/or behavioral difficulties, please contact the principal or counselor at your student's school to request an evaluation.

All information by evaluation is strictly confidential. Provisions will be made for parents/guardians needing communication in their native language. If you are in need of further assistance, contact the Special Education office at the School District Administration offices at 215-943-3200.

Complete copies of Board Policies Nos. 113, 113.3 and 113.4 are online at www.bristoltwpsd.org.

Student Assistance Program (SAP)

(School Board Policy No. 236)

The Student Assistance Program (SAP) team is composed of teachers, counselors, an administrator, the school psychologist, a school nurse, and the drug and alcohol/ community mental health specialist. Students suspected of substance abuse or those experiencing emotional issues are identified and provided with appropriate intervention services.

Student Expression/Distribution and Posting of Materials

(School Board Policy No. 220)

Students in elementary school have the right to express themselves in word or symbol or to distribute and post materials as part of that expression in areas designated for posting as part of that expression. That right, however, cannot infringe upon the need to maintain an orderly environment on school grounds, or in the hallways or classrooms.

Any student expression that violates the rights of others is prohibited. Students are not permitted to express themselves in any manner, which may:

- Label a specific person.
- Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
- Use obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
- Incite violence, advocate the use of force, or encourage violation of federal, state or municipal law, Board policy or District rules or regulations.
- Materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school

functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.

- Violate written School District administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Students who wish to distribute materials must submit them to a building Principal for review. The Principal will give his / her approval or disapproval within two school days. If the materials are disapproved, the student has the right to appeal to the superintendent.

Distribution of materials may not interfere with the orderly running of the building and must meet the requirements of the Principal or Superintendent.

A complete copy of Student Expression/Distribution and Posting Materials Policy is available online at www.bristoltwpsd.org.

Student Records

(School Board Policy No. 216, 216.1)

Parents/guardians of elementary school students are reminded that they have a right to review their child's official school records under the provisions of BTSD. Only authorized individuals will have access to confidential information. It is necessary to make an appointment in advance to review records. In this case, students and parents/guardians should contact the Principal's office.

Student Rights/Surveys

(School Board Policy No. 235)

Attendant under the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner. A listing of students' rights and responsibilities are included in the District's Discipline and Attendance Guidelines (Code of Student Conduct).

All instructional materials, including teacher's manuals, audiovisuals, and other supplementary instructional material used in the instructional program are available for inspection by parents/guardians of students in accordance with Board policy. Instructional materials do not include tests or academic assessments.

A complete copy of the Student Rights/Surveys Policy is available on the District website at www.bristoltwpsd.org.

Student Wellness

(School Board Policy No. 246)

The District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, regular physical activity and physical education as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and lifelong health.

Surveillance System

Bristol Township School District has installed a video surveillance systems throughout the schools which provides a visual recording of all monitored areas 24 hours a day. The purpose is to promote the safety and security of the school population, the protection for BTSD property, deterrence, and prevention of criminal activities and the enforcement of school rules.

Suspensions and Expulsions **(School Board Policy No. 233)**

Students may be suspended out of school at the discretion of a principal for a period of time up to ten days.

Any student who is suspended out of school may **not** return to class until a parent/guardian meets with an administrator or team of teachers to discuss the disciplinary issues at hand.

Students who are suspended out of school are not permitted on school grounds or to participate in any school activity for the duration of their suspension. Any student who violates this policy will be considered a trespasser and will be cited by the Bristol Township School Police or Bristol Township Police.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. The hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Repeated serious violations of school rules may result in an expulsion. Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.

Expulsion Hearings: A formal hearing shall be required in all expulsion actions. A complete copy of Policy No. 233 can be found on www.bristoltpspd.org.

Teachers

Parental questions/concerns about your child's academic progress, grades or teacher grading policies, and requests for academic support should be directed to the teacher.

Technology Fee/ Insurance

The district will be providing device insurance coverage for all students assigned a Chromebook to use in school and at home as an instructional tool. As with any instructional material, there will be a small annual technology usage fee of \$35.00 per student, with a max of \$100.00 per household. When students enter kindergarten, they are supplied with a Chromebook carrying case. It is important for them to take care of these cases as they will not be replaced yearly. They will use the case for their elementary career.



Technology Damage Fees 2022-23

All incidents are to be reported to the building principal. Building principals will review each incident for negligence. Negligence designations will result in fees being assessed for repair and replacement.

Incidents of damage, theft, negligence, or loss for 2022-23

- First incident: No Cost
- Each Additional incident:
 - Broken screen \$50
 - Broken/missing charger or cable \$35

- Vandalism on a case by case basis
- Stolen/broken Chromebook beyond repair \$250
- Cases \$30

Any theft or loss report of a device, even with adequate security measures, must be supported by an official police report.

Any damage or loss due to negligence will result in a fee that will be the financial responsibility of the student and the student’s family. Such damages may include but may not be limited to:

- Damage caused by reckless handling of the device
- Damage caused by storing additional items in the device case
- Damage caused by excessive heat (Devices must be stored at room temperature ***inside***)
- Theft due to inadequate or negligent security measures

In the event of an incident that is deemed negligent, assessed charges must be paid prior to the replacement device being issued.

Technology Resource/Use of the Internet (School Board Policy No. 815)

Purpose

The Bristol Township School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

All employees and students are responsible for the appropriate and lawful use of the District’s technology resources. This policy is intended to ensure that all users continue to enjoy access to the District’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

Definitions

District Technology Resources

District technology resources mean all technology owned, operated, and/or licensed by the District, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, accounts, routers, and networks, including the Internet.

User

User means anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the District that may use District technology.

Authority

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The District's technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the District's technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of District technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

Delegation of Responsibility

The Superintendent shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all District technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

Limitation of Liability

The District makes no warranties of any kind, whether expressed or implied, for the service, it is providing through its various technology resources. The District is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained through the District's technology resources is at the user's own risk.

Guidelines

Unauthorized Use Prohibited

Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District's technology resources, or from monitoring a student's use of the District's technology resources in the student's home.

Use of Personal Electronic Devices

The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. Users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

Privacy

The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources, may be inspected at any time for any reason. The District may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.

Internet Filtering and CIPA Compliance

The District utilizes content and message filters to prevent users from accessing material through District technology resources that have been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school-days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any District provided technology resources or any of its contents.

General Prohibitions

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other District policy.

3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of District technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the District's technology resources, or in a manner that attempts to circumvent any system security measures.
12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
13. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, interference, possession, or distribution of confidential or private information.
15. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business or educational interests.
16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
19. Copying District software without express authorization from a member of the District's technology staff.
20. Use of technology resources for commercial purposes.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
22. Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. The use of technology resources to gamble.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by the District.
27. Sending unsolicited mass-email messages, also known as spam.
28. Scanning the District's technology resources for security vulnerabilities.

Consequences for Inappropriate Use of District Technology

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, students may be subject to other

forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

Terroristic Threats/Acts (School Board Policy No. 218.2)

Every student has the right to feel safe. Any student with knowledge of a terroristic threat or act must inform the building principal immediately. Students who make these threats or who talk about harming other people will be disciplined severely with suspension and a possible referral for a Superintendent's Hearing. At the Superintendent's Hearing, a student may be referred to the Bristol Township School Board with a recommendation for expulsion. All incidents may be reported to the Bristol Township Police. Charges will also be filed under the PA Crimes Code.

Any student who sets a fire or assists in setting a fire on school property will be suspended from school pending a Superintendent's Hearing. Any student found tampering with a fire alarm or safety device or pulling a fire alarm without just cause will be reported to the fire marshal and will be suspended pending a Superintendent's Hearing.

Any students who threaten to use a bomb or who plant any incendiary or explosive device on school property will be suspended pending a Superintendent's Hearing and will also be subject to those disciplinary actions leading up to an Expulsion Hearing with the School Board.

All incidents may be reported to the Bristol Township Police and appropriate charges will be filed under the PA Crimes Code.

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** regarding any information or knowledge relevant to a possible or actual terroristic threat.[\[4\]](#)[\[7\]](#)

The **threat assessment team** shall immediately inform the Superintendent **or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations**

Textbooks

Students may be issued textbooks they need at the beginning of each course. Students are expected to exercise good judgment and care in using the books loaned to them. Reasonable depreciation is expected as a result of daily use. Students must pay for lost textbooks and those which have sustained unreasonable damage.

Threat Assessment Team

Pennsylvania statute requires that school entities, as defined in [24 P.S. § 1301-1303-E](#), are to establish threat assessment teams, procedures, and reporting protocols. The threat assessment process is a prevention strategy used to identify and assess threats of violence before the act occurs.

The elementary school threat assessment team is a group of trained staff members ready to intervene with students when threats are being made to themselves or others. The goal of the team is to keep everyone safe and work with the student making the threat before they act. During school building hours and for immediate assistance and/or response, students

are encouraged to contact a building principal, guidance counselor, teacher, and/or nurse when you notice something going on that doesn't seem right. Students may also make reports to S2SS Crisis Center via telephone, mobile device, or website via one of the following options:

1. Website: www.safe2saypa.org
2. Tip Line: 1-844-SAF2SAY
3. Mobile App

Title I

Title I is a federally funded program under the Improving America's Schools Act effective July 1, 1995. The purpose of this act of Congress is to provide extra staff, equipment and materials for schools who meet qualifying requirements of economically disadvantaged students. In Bristol Township, Title I serves all elementary students, as needed. Students are selected on the principle of serving those in greatest educational need first. Funds are based on economic need, while help to children is based on educational need. Information regarding Title I is attached and available on the District website at www.bristoltwpsd.org.

Tobacco Use

(School Board Policy No. 222)

Tobacco use is not only against Bristol Township School Policy, it is against the law! No person, regardless of age, is permitted to use any tobacco products on any school property in the state of Pennsylvania.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form or any packaging of such products even if such packaging is empty. "Vaping" devices and e-cigarette products and paraphernalia including but not limited to vape juices (including those labeled as nicotine free), vape pods, batteries and chargers will also fall under the tobacco policy.

Some vaporizing devices are used to deliver drugs such as THC (the intoxicating chemical in marijuana). Such devices will fall under the school's Controlled Substance policy (page 14). Such a distinction is at the discretion of the building administrator.

The Board prohibits tobacco use and possession by students at any time in a school building or on any property, buses, vans and vehicles that are owned, leased or controlled by the School District. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The District may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

A complete copy of the Tobacco Use Policy is available on the District website at www.bristoltwpsd.org.



Transferring to a New School

As soon as it becomes definite that a student will be transferring to a different school, the parent/guardian should inform the school secretary. All necessary forms for withdrawal may be obtained from the current school. Records will be mailed to the receiving school upon request after books and equipment have been returned and after all financial obligations are resolved.

Unlawful Harassment

(School Board Policy No. 248)

The Board prohibits all forms of unlawful harassment of students, staff members, and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties on school property, in school transportation, in all academic programs and extracurricular activities and at school-sponsored events and activities, regardless of whether or not the event takes place on District property. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with individuals academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

All complaints should be directed to an Administrator, guidance counselor or an adult in the school. All complaints will be investigated promptly and appropriate action will be taken.

Any student who is found to have engaged in such conduct will be subject to immediate disciplinary action including, but not limited to, detention, suspension, and/or expulsion from school. Acts of harassment may also be reported to the Bristol Township Police.

To see the full policy and complaint procedures, please review District Policy No. 248, which is available on the District website at www.bristoltwpsd.org. Report forms are also available on the District website.

Use of Physical Force

(School Board Policy No. 218)

The School District prohibits corporal punishment to discipline students for violations of Board policies and District rules and regulations. However, reasonable force may be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the protection of persons, property, and self-defense

Valuables in School

All valuables brought into the school building are the responsibility of the students. Do **not** bring any valuables into the school at any time. Refrain from bringing large amounts of money, expensive electronic equipment, or high-priced apparel into school and storing it in your locker. The school is not responsible for the loss or theft of valuables brought into the building.

Visitors

(School Board Policy No. 907)

Students are not permitted to bring visitors to school, unless they have received prior permission from the principal. Parents and or guardians must make an appointment to see a teacher, an administrator, or visit classes. ALL VISITORS MUST REPORT TO THE MAIN OFFICE TO OBTAIN A VISITOR'S PASS. Visitors must also sign out at the main office upon completion of the visit.

Vulgar Language

The PA Crimes Code prohibits the use of vulgar/obscene language or gestures in public places and considers its use as **disorderly conduct**. Such conduct may be reported to Bristol Township Police. On the first use of vulgar language students will be dealt with via a school disciplinary action and will sign an **Acknowledgement of Disorderly Conduct**. On the second and subsequent occurrences of vulgar/obscene language or gestures students will be cited under the PA Crimes Code.

Weapons

(School Board Policy No. 218.1)

Students may not possess, handle, transmit or bring weapons or replicas of weapons, on school property, to any school-sponsored activities, events or functions, or onto any public or private conveyance providing transportation to or from school, including school bus stops, or a school-sponsored activity before, during or after school hours.

As required by law, any student determined to have violated the School District's Weapons Policy shall be expelled for a period of not less than one year.

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** regarding any information or knowledge relevant to a weapons violation.

The **threat assessment team** shall immediately inform the Superintendent **or designee, School Safety and Security Coordinator and building principal of a weapons violation, in accordance with Board policy and administrative regulations**

Please Note: The laws of the Commonwealth of PA and local jurisdictions also apply on school grounds. All incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from school or school-sponsored activity will be reported to the local law enforcement agency. Offenders that require outside intervention may also be subject to school consequences. Offenses such as fighting, assault, disorderly conduct, drug offenses, vandalism, weapon offenses, etc. will result in discipline apart from those imposed by local authorities. A complete copy of Policy No. 218.1 is available on the website www.bristoltwpsd.org.



Bristol Township School District

5 Blue Lake Road, Levittown, PA 19057-4014

Dear Parent/Guardian:

On December 10, 2015 a new federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that received federal Title 1 funding ensure that all teachers teaching in a program supported with Title 1 funding must hold appropriate state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

The new law also requires us to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title 1 school or program who does not yet meet the definition of "appropriate state certification".

This letter is to inform you that your child's teacher, _____, is in the process of meeting these requirements, and we are providing him/her the support necessary for success.

Your child's teacher is dedicated to the success of every child in the class. While report cards are an important measure of student success, it is not the only opportunity you have to access your child's achievement and growth. As the year progresses please feel free to contact us and request additional information regarding your child's progress.

I thank you for your continued support of your child's education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

Principal



Bristol Township School District

5 Blue Lake Road, Levittown, PA 19057-4014

Annual Parent Notice Right to Request Teacher Qualifications

School: _____

Date: _____

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child’s education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child’s teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff is committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child’s teacher(s) or paraprofessional(s), or if you have any questions about your child’s assignment to a teacher or paraprofessional, please contact the following person at your child’s school:

Name: _____ Title: _____

Email: _____ Phone: _____

Thank you for your interest and involvement in your child’s education.

Sincerely,

Name

Title

Bristol Township School District

6401 Mill Creek Road
Levittown, Pennsylvania 19057-4014

Administrative Offices

215-943-3200

Request To Withhold Disclosure Of Student Directory Information

Directory information can be made public without the consent of parents. If you do not wish photos or directory information released about your student, you must return this completed form (below) to your child's school office within 20 days from the first day of school, or if you are a new student, within 20 days of the date of enrollment. You *only* have to return this form *if* you seek to withhold disclosure of your child's directory information.

Please Read This Entire Form Carefully – This Form is 2 Pages

Pursuant to School Board Policy # 216, the District has designated the following student information as directory information which can be disclosed by the District without consent of a parent/guardian:

- Student's name
- Address
- E-mail address
- Photograph
- Major field of study
- Grade level
- Enrollment status
- Photograph
- Participation in official recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Dates of attendance
- The most recent educational agency or institution attended
- Date and place of birth

Disclosure to Post Secondary Institutions, Military Recruiters and for Publicity

Under current federal law, all schools, if requested, must provide the names, addresses and telephone numbers of junior and senior high school students to postsecondary institutions and U.S. military recruiters. **If you do not want to permit the disclosure of your student's information to such entities, you must indicate so below.**

Photo, videotape footage, personal interview, newspaper and other media news stories with Bristol Township School District students who are involved in various school-related activities are often used as part of the District's community relations efforts. **If you do not want photos, videotape footage, newspaper articles, interviews, etc. featuring or mentioning your child/children in District publication, TV programming, on the Website or in area newspaper and other media, you must indicate so below.**

Opting not to permit the disclosure of directory information through this form prevents the intentional use of your child's photo or videotape footage. In situations in which large groups of people are participating, it is impossible not to photograph or videotape certain students and therefore, the District cannot prevent the use of photos or videotape footage that unintentionally includes your child/children.

Bristol Township School District

6401 Mill Creek Road
Levittown, Pennsylvania 19057-4014

Administrative Offices

215-943-3200

If no documentation of this form is on file, it will be assumed that permission for release of directory information, including photos has been granted.

PLEASE DO NOT RELEASE DIRECTORY INFORMATION: (check all that apply)

- To Postsecondary institutions/institutions of higher learning for general recruitment purposes
- To Military recruiters
- To any outside sources reasonably within the District's control (e.g., to local newspapers or media for honor roll list, athletics, arts and culture, or publicizing a school event).
- In any District-run publications. (By checking this box, your student's directory information, including name and photo, will be withheld from publication in any District-run publication, including, but not limited to, the yearbook, website, or newsletters. This does not include photos for ID badges or information required for class projects).

Exceptions – If you would like your student's directory information to be published for limited reasons, you may indicate so below. By checking one or more boxes below, you acknowledge that that the District **is permitted to** publish your student's directory information (including but not limited to name, photo, and other information) in any media forum for the designated reason, or in the publications designated:

- School Yearbook
- Honor Roll
- Athletic Events & Awards
- Academic Events & Awards
- Community Relations Brochures and Videos
- Arts, Theater or Cultural Events
- Website
- Other (please specify) _____

Student Information

Student Name: _____

Address: _____

School: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

*** Students 18 years of age or older may sign on their own behalf.*



Bristol Township School District

5 Blue Lake Rd., Levittown, PA 19057

215-943-3200

Bristol Township School District is committed to fostering and promoting family participation in our Title I programs. In accomplishing this goal, our schools will encourage parent participation in the development of our district wide parent involvement plan, and in continuing to improve our family involvement activities in accordance with Section 1112 of the Elementary and Secondary Education Act (ESEA).

Goals

1. Schedule parent/family meetings and activities
2. Survey both parents/students annually
3. Conduct Conferences and parent contacts

Goal 1: BTSD will invite parents to annual Title I Family gatherings to ensure parent involvement in the decision making for our Title 1 programs, and to provide guidance in how to support their Title I child's academic progress.

1. Letters of invitation to Title I Family gatherings
2. Disseminate Title I parent information, share Title I Parent Involvement Policy and review contents annually for parent input.
3. Reserve monies for Title I family involvement activities
4. Establish Title I Parent Involvement contact as: Federal Programs Coordinator
5. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form that they can understand.
6. Disseminate district parent involvement policy.
7. Provide parent materials and training to support involvement in their child's academic achievement.
8. Enhance the awareness and continue to develop the skills of teachers, pupil services personnel, principals, and staff in communicating and working with parents as equal partners in their child's education.
9. Monitor each Title I school to ensure that the following documents are in place: Parent Involvement Policy, School/Parent Compacts and Qualified teacher notice in addition to providing real time access to their child's attendance and academic standing, provide technical assistance as needed: dissemination of state testing information, quarterly reports cards, bi-annual conferences, additional conferences as deemed necessary by the teacher or family.
10. Encourage parent participation in the schools through volunteering/visiting
11. Encourage family participation by offering scheduled activities at a variety of times.
12. Provide resources for building parent understanding of child development, and academic strategies which are designed to support parents as partners in their child's education.
13. Provide outreach and a transitional plan for Incoming kindergarteners and their parents.

Goal 2: BTSD will conduct evaluations on all aspects of our Title I Program to ensure that we are meeting the needs of all families in supporting their child's academic success.

1. Survey both parents and students to assess areas of strength and identify barriers to parental involvement. Use this assessment in making recommendations to individual schools, specialists, teachers, etc.
2. Continue to collect parent participation data through the use of parent sign-ins for workshops, meetings and/or conferences.

Goal 3: In order to build a strong partnership with each child's family, BTSD staff will ensure open lines of communication in sharing student progress through the use of the following:

1. Allot time for parent-teacher conferences.
2. Parent Forum Meetings to keep parents apprised of district initiatives.
3. Training workshops for parents of Title I students.
4. Share information/access with parents for Infinite Campus so that families can track their child's grades and progress.
5. Share our district website where parents can access the following information: their child's school, tips for helping meet the state standards, websites for reinforcement of activities.
6. BTSD will provide parents, through district mailings, our district newsletter.

TITLE I

SCHOOL – PARENT – STUDENT COMPACT

The School Parent Compact will describe school-parent compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

School

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards (required)
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
- parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
- frequent reports to parents on their children's progress;
- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (required) (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

Parent

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Support their child's learning (required)

- Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time (required)
- Create a home atmosphere that supports learning
- Send the students to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conferences
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

Student

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing schoolwork on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that reflects the student's best effort
- Be respectful to all school members and school property

BRISTOL TOWNSHIP ELEMENTARY SCHOOLS



Brookwood Elementary School

2200 Haines Road
Levittown, PA 19055-1810
Phone - 267-599-2400 * Fax - 215-946-8592
Mrs. Jacqueline Cubberly, Principal
Mr. Ken Melton, Assistant Principal

Mill Creek Elementary School

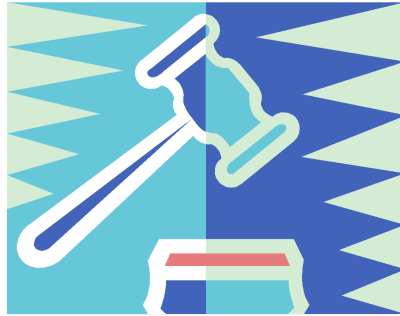
6501 Mill Creek Road
Levittown, PA 19057-4001
Phone - 267-599-2440 * Fax - 215-547-8814
Dr. Sharon Vitella, Principal
Mr. Chris Schoettle, Assistant Principal

Keystone Elementary School

1800 Keystone Street
Croydon, PA 19021-6830
Phone - 267-599-2470 * Fax - 215-788-1041
Mr. Mark Wilicki, Principal
Mr. Aaron Quarterman, Assistant Principal

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2021-2022



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To Be Announced, Business Manager