

# **Bristol Borough School District Parent/ Student Handbook**

**Administration Building  
1776 Farragut Avenue  
Bristol, PA 19007  
215-781-1000 ext. 1010  
[www.bbsd.org](http://www.bbsd.org)**

**Snyder-Girotti Elementary School  
450 Beaver Street  
Bristol, PA 19007  
215-781-1000 ext. 1020**

**When absent, please call:**

**215.781.1000**

**Ext. 1025**

**A note from a parent or physician is still required upon the  
child's return.**

## **CHROMEBOOK REPAIR OR REPLACEMENT**

Should your child's chromebook require repairs or replacement during the school year, visit our website at <https://www.bbsd.org/tech.asp> and complete the appropriate form. You will receive an email within 24 hours from our technology department with further information.

# **School Schedule**

## **Breakfast**

Breakfast is served from 7:30-8:00 am.

## **Daily Schedule**

8:05 am to 2:40 pm Grades K-6

It is the parents' responsibility to arrange that their child/children is/are picked up promptly at the end of their school day! The school office is not to be used as a babysitting service.

## **School Closing Announcements**

In case of inclement weather, parents are to listen to the news broadcasts on all the television channels, including Comcast Channel 28, Channels 3, 6, 10, and 29, WBCB 1490 and KYW (code 609) on the AM dial, or log on to the district website ([www.bbsd.org](http://www.bbsd.org)) to determine whether school will open, have a delayed opening or be closed for the day. The district will utilize One Call Now to send emails, robocalls, and text messages to provide families with current information regarding school closings. Please be sure to update your phone number should it change during the school year.

If an early dismissal is necessary, information will be posted on the above television, radio, and Internet locations. Please plan ahead by having an alternate place for your child/children to go, such as a neighbor or relative.

# Thing I Should Know

District Website	<a href="http://www.bbsd.org">http://www.bbsd.org</a>
My Teacher's Website	_____
Focus Portal for Grades	_____
PTA Email	<a href="mailto:pta@bbsd.org">pta@bbsd.org</a>
PTA Group	<a href="https://www.facebook.com/groups/SnyderGirottiPTA">https://www.facebook.com/groups/SnyderGirottiPTA</a>
PAC Email	<a href="mailto:pac@bbsd.org">pac@bbsd.org</a>

**BRISTOL BOROUGH  
SCHOOL DISTRICT**



**2024 - 2025**

<i>Quarter</i>	<i>Begin Date</i>	<i>Interim</i>	<i>End Date</i>	<i>Half-Day For Students</i>
<b>Q1</b>	9/3/24	10/3/24	11/7/24	11/8/24
<b>Q2</b>	11/18/24	12/12/24	1/24/25	1/27/25
<b>Q3</b>	1/27/25	2/27/25	4/2/25	4/4/25
<b>Q4</b>	4/3/25	5/7/25	6/10/25	6/6/25

*Note: The Calendar is subject to future change and revisions as needed.  
On Days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.*

			<i>Teacher</i>	<i>Pupil</i>
<b>August 2024</b>			<b>3</b>	<b>0</b>
27	Tuesday	Teacher In-Service		
28	Wednesday	Teacher In-service		
29	Thursday	Teacher In-service		
<b>September 2024</b>			<b>20</b>	<b>19</b>
2	Monday	Labor Day/School Closed		
3	Tuesday	Teacher In-service		
4	Wednesday	School Re-opens		
<b>October 2024</b>			<b>22</b>	<b>22</b>
14	Monday	Columbus Day/School Closed		
31	Thursday	Halloween/Early Dismissal/S-G		
<b>November 2024</b>			<b>18</b>	<b>17</b>
5	Tuesday	Election Day/In-service		
11	Monday	Veterans Day Observed/School Closed		
25	Monday	Parent Conferences/Early Dismissal/BHS		
27	Wednesday	Parent Conferences/Act 80 Day/S-G		
28	Thursday	Thanksgiving Holiday/School Closed		
29	Friday	Thanksgiving Holiday/School Closed		
<b>December 2024</b>			<b>15</b>	<b>15</b>
20	Friday	Early Dismissal/District		
23 – 31		Winter Recess/School Closed		
<b>January 2025</b>			<b>21</b>	<b>21</b>
1	Wednesday	Winter Recess/School Closed		
2	Thursday	School Reopens		
20	Monday	MLK Day/School Closed		
<b>February 2025</b>			<b>19</b>	<b>19</b>
7	Friday	Parent Conferences/Act 80 Day/S-G		
17	Monday	Presidents Day/School Closed		
18	Tuesday	Teacher In-service/Act 80 Day		
<b>March 2025</b>			<b>21</b>	<b>21</b>
31	Monday	Teacher In-service/Act 80 Day		
<b>April 2025</b>			<b>18</b>	<b>18</b>
16	Wednesday	Snow Make-up Day		
17	Thursday	Spring Break/School Closed		
18	Friday	Spring Break/School Closed		
21	Monday	Spring Break/School Closed		
25	Friday	Parent Conferences/Early Dismissal/S-G		
<b>May 2025</b>			<b>21</b>	<b>20</b>
20	Tuesday	Election Day/In-service		
26	Monday	Memorial Day/School Closed		
<b>June 2025</b>			<b>10</b>	<b>8</b>
9	Monday	Early Dismissal/District		
10	Tuesday	Graduation		
11	Wednesday	Last Day for Students/Early Dismissal		
12	Thursday	Teacher In-Service		
13	Friday	Flex Day		

Note: The Calendar is subject to future change and revisions as needed. On Days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.

**2024-2025 Marking Period Dates**

<b><i>Quarter</i></b>	<b><i>Begin Date</i></b>	<b><i>Interim</i></b>	<b><i>End Date</i></b>	<b><i>Half-Day For Students</i></b>
Q1	9/3/24	10/3/24	11/7/24	11/8/24
Q2	11/18/24	12/12/24	1/24/25	1/27/25
Q3	1/27/25	2/27/25	4/2/25	4/4/25
Q4	4/3/25	5/7/25	6/10/25	6/6/25

**BRISTOL BOROUGH  
BOARD OF SCHOOL DIRECTORS**

<b>Mr. David Chichilitti</b>	<b>President</b>
<b>Mrs. Mary Jane Potena-Paglione</b>	<b>Vice President</b>
<b>Mr. John D'Angelo</b>	<b>Treasurer</b>
<b>Mr. Steven Cullen</b>	<b>Member</b>
<b>Ms. Brianna Curran</b>	<b>Member</b>
<b>Mr. Jeff Paleafico</b>	<b>Member</b>
<b>Mr. Al Pirollo</b>	<b>Member</b>
<b>Mr. Anthony Smith</b>	<b>Member</b>
<b>Mr. John Stiltner</b>	<b>Member</b>
<b>Mr. David Truelove</b>	<b>Solicitor</b>
<b>Mrs. Jennifer Moyer</b>	<b>Board Secretary</b>

**CENTRAL ADMINISTRATION**

<b>Dr. Broadus Davis</b>	<b>Superintendent</b>
<b>Mr. Christopher McHugh</b>	<b>Business Manager</b>

**MISSION STATEMENT**

**“The Bristol Borough School District empowers all students to achieve excellence and become leaders in a global society, through an educational system immersed in the fabric of a unique and diverse community.”**

**Administration**

<b>Principal</b>	<b>Mrs. Julie Balcer</b>
<b>Assistant Principal</b>	<b>Mrs. Danielle Leyrer</b>

**Pupil Personnel Service Staff**

<b>Certified School Nurse</b>	<b>Mrs. Cheryl Rigby</b>
<b>Certified School Nurse</b>	<b>Mrs. Amy Daily</b>
<b>Special Education Coordinator</b>	<b>Dr. Damon Smith</b>
<b>Social Worker</b>	<b>Mrs. Ana Rosado</b>

## Snyder-Girotti Student Handbook

### Snyder-Girotti's Rules Against Bullying



**We treat others with kindness and respect at all times.**

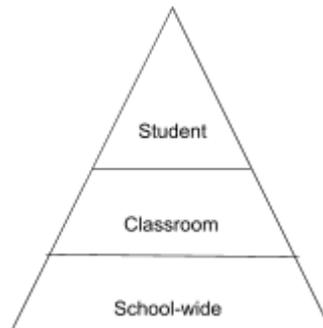
**We help students who are bullied.**

**We include students who are left out.**

**We tell an adult at school and an adult at home when Home when somebody is being bullied.**

### What is School-Wide Positive Behavior Interventions and Support (PBIS)?

School-Wide Positive Behavior Interventions and Supports (PBIS) is a proactive approach to discipline that promotes appropriate student behavior and increased learning. It is based upon a three-tiered model. The first tier serves as a foundation upon which the other two tiers are built. Tier 1 supports are also known as universal supports, available to all students. Tier two provides targeted interventions to support students requiring more intervention than this typically provided in the first universal tier. Supports in Tier 2 include Mentoring, Check-in/Check-out and Behavior Contracts to name a few. Support in Tier three requires the most intensive level of intervention for students with most significant behavioral/ academic needs.



**Where/ when are students expected to demonstrate these behaviors?**

## **EVERYWHERE AND AT ALL TIMES!**

Arrival  
Classrooms  
Hallways/ Stairwells/ Lockers  
Cafeteria  
Playground  
Bathrooms  
LGI  
Dismissal

### **Who is involved In PBIS?**

#### **EVERYONE!**

Students  
Teachers  
Principal/Assistant Principal  
Staff Members

(secretaries, custodians, cafeteria, monitors, assistants, parents, and families)

### **How is appropriate behavior acknowledged?**

Students can receive a “Tomahawk Ticket” for displaying positive behaviors of being safe, respectful, and responsible. Tomahawks are given out randomly to staff members and can be given to a student at any time they are exhibiting the three expected behaviors. When a student receives a Tomahawk, he/she goes to the office and selects a number at random from a jar. That student’s number is marked on the Warrior Wall. When a row of numbers is filled in on the wall, all of the students in that row will receive a “Mystery Motivator” prize. The board will then be cleared for a new round of tickets. Students take the Tomahawk ticket home. A teacher who has given a Tomahawk to one of the winning students is also selected and the teacher is given a prize. Every student that earns a Tomahawk in each quarter is invited to our Quarterly School-wide Incentives, which the children really enjoy.

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	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120

**What is your role as a parent? How can you help support our PBIS programs?**

- Review and discuss the school-wide behavioral expectations with your child
- If your child brings home a “Tomahawk Ticket”, ask how and why it was earned
- Celebrate your child’s accomplishments of earning a Tomahawk
- Encourage your child to continue to “lead by example”
- Help support our fundraising endeavors. We have “themed dress days”, bake sales, school merchandise sales, and our school store. Our fundraising helps support our school store, which is held one Wednesday a month. We also buy prizes for students and host creative incentives for the Tomahawk winners each quarter.

Bristol Borough School District believes implementation of Positive Behavior Support will promote Bristol Borough’s mission and long range goals by helping students to feel engaged, involved, supported, and successful during their elementary school experience.

**Be Safe, Be Respectful, Be Responsible**

**Warriors lead by example!  
Leaders are safe, respectful, and responsible!**

### **GUIDANCE/ COUNSELING SERVICES**

Counseling services include personal, social, emotional, and educational concerns. Along with the counseling responsibilities, the counselor meets individually with students during the year to assist them in planning their academic program. With the counselor's assistance, each student should be able to select the most appropriate program of study to ensure success in high school and plan for the years after graduation.

Students are invited to make appointments to see the counselor to discuss issues of concern and make use of resources available in the guidance office.

**Students must have a pass in advance if they wish to see the counselor (unless an emergency situation exists).**

### **HEALTH SERVICES**

The school nurse is available for any student who feels ill or is injured during the school day. **Students must report to the classroom and then be given a pass by the teacher to go to the nurse.**

The school is responsible only for immediate first aid. The school is not responsible for any medical or hospital bills incurred as a result of an injury to the pupil at school.

Responsibility for these bills lies with the parent/guardian. School insurance is available to those who wish to purchase it.

In the case of an accident, no matter how minor, the student should report it to the teacher as soon as possible. In the case of severe accidents or acute illness, emergency care will be given and parents will be notified. It will be the responsibility of the parents to provide transportation and further care once they are notified. Students may not be sent home without parent notification, and no student may drive when excused for medical reasons unless parental consent has been given. **Parents/guardians are required to complete two emergency cards at the beginning of the year for each student in school.** These cards will be kept in the main office and nurse's office.

Any student returning to school after recovering from a communicable disease must be readmitted through the nurse's office. Some communicable diseases are measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), and mononucleosis.

### **MEDICATION**

**If medication must be brought to school, PARENTS should take it to the nurse's office before homeroom begins.** This medication should be labeled with the student's name, the name of the drug, amount, frequency of dosage, and the name of the physician who prescribed it.

**Students are NOT allowed to carry medication with them or have it in their locker for reasons of safety to themselves and others.**

### **ILLNESS DURING SCHOOL**

If a student becomes ill during school hours, the teacher will issue a pass to the nurse's office or, in her absence, to the main office. The student must have a pass prior to going to the nurse's office. If it is necessary for the student to go home, the nurse will contact his/her parent/guardian and inform the main office. The student must report to the main office and sign-out before leaving the building.

### **LOST AND FOUND**

The nurse's office is the area designated for lost and found articles. Anyone who finds lost or misplaced articles should take them to this area as soon as possible. Students looking for lost articles should check with the nurse. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.

## Cafeteria Information

Breakfast Free for All

Lunch ES \$2.50

Reduced Price Lunch \$.40 (anyone who applies will eat free)

The Bristol Borough School District participates in the National School Lunch Program. This program allows eligible families to receive free or reduced price meals. Applications for free or reduced price meals can be completed on [www.paschoolmeals.com](http://www.paschoolmeals.com). Eligibility is determined by the Federal Income. If you feel that your family may be eligible we recommend that you complete One application per family. All children in the family, whether they attend Bristol Jr./Sr. High School or Snyder-Girotti Elementary School may be included on the one application. If your family is approved for free or reduced price meals, that information will be confidential and visible only to the cashier at the time of service. No student will be overtly identified as being eligible for free or reduced price meals. Applications are accepted at any time during the school year.

A balanced, nutritious meal is provided for students to purchase in our cafeteria. All students are required to eat in the cafeteria whether they buy a school lunch or bring their own lunch from home. Students may not leave the building for lunch. No food may be removed from the cafeteria for any reason. No food may be ordered and/or bought into the cafeteria from commercial establishments outside of school. Birthday treats are not permitted due to various food allergies of our students.

The cafeteria uses a computerized meal payment system. Each student receives a personal identification number to use for all meals and snacks. Money may be sent in periodically to be held in the student's account and it will be deducted each time the student purchases a meal or snack. A complete history of the student's purchases can be provided on request. Families may request that the money only be used for meals and not snacks. Limits may also be placed on how much money may be spent per day.

### Charge Policy

(see Board Policy 808.1)

Students may not charge any a la carte or snack items. Only three reimbursable meals may be charged during the school year. After two (2) charged meals, a written notice will be sent to the parents indicating that if the student does not have the appropriate form of payment after incurring the maximum charge as set forth above, **no further charges will be allowed, and no meal will be served.** Parents will be notified in writing at the end of each grading period of the amount owed on their child's account. **All charges must be paid in full at the end of each grading period or the student's report card will not be released.**

### Activities

Snyder-Girotti Elementary School offers a variety of co-curricular activities. In order to participate in any school activity students must maintain eligibility. The following is a partial list activities available to our students:

Band, Chorus, Reading Olympics, Service Learning Club, STEM Club

### Eligibility

The board recognizes that participation in organized activities outside of (or as extension of) the classroom at Snyder-Girotti School will provide positive enhancement and enrichment for the students of Bristol Borough. Such activities may be athletic or non-athletic in nature.

It is also recognized that in order to contribute to the welfare of such activities, a student must recognize and assume certain responsibilities as a participant. As representatives of such programs, participants are expected to exhibit exemplary behavior (academic and social) that may be beyond that required of non-participants. Failure to exhibit such behavior may result in suspension or dismissal from the activity. While head coaches and activity sponsors may assess penalties for participants in violation of team or activity rules and regulations, the building Administrator may declare a student ineligible because of conduct or behavior unbecoming of a representative of Bristol Borough School District.

A. Specific actions defined herein may result in suspension or dismissal from participation.

1. Providing, selling, being in possession of, or under the influence of alcohol, drugs or narcotics in school or in the community.
2. Using any tobacco products in school or in the community.
3. Damaging or stealing school or community property.
4. ISS/OSS - no participation.

B. Any participant suspected to be in violation of any of the above listed actions will be interviewed by the building Administrator and the coach or activity sponsor. The Athletic Director will be involved in athletic situations. If it is determined a violation has occurred, the Principal will review the situation and determine if a suspension or dismissal from the activity is warranted.

C. A student must be present in school for at least a ½ day (10:30 a.m.) in order to be eligible to participate in an athletic practice, contest or activity on that day. If a student is late an excused tardy must be presented at the time of arrival. An unexcused tardy is not acceptable.

D. Each student is responsible for school issued equipment and is responsible for properly securing such equipment after it has been issued to them. Students who have not returned any item of school issued equipment or have any other activities obligation will not be eligible for activities awards or other recognition activities and may not participate in other activities until the obligation is cleared.

E. Each student participating in activities must be in compliance with the academic rules of eligibility of Bristol Borough School District. These rules are partially based on the PIAA academic rules as outlined in Article IX, Sections 1-4 of the PIAA By-laws:

1. A student must pursue and maintain a passing grade (65%) in a full time curriculum defined and approved by the Principal.
2. Eligibility shall be cumulative from the beginning of the marking period and shall be reported weekly.
3. A student must have passed at least 4 full credit subjects or the equivalent (4 credits) during the previous marking period.

F. In accordance with these requirements, the academic requirements for the activities participants shall be as follows:

1. If, after weekly academic checks, a student is not passing at least 4 credits, the student will be ineligible for practice and activity participation for a period of one week (Sunday to Saturday). If a student is

declared ineligible for a period of five weeks during the course of an activity, the student will be dismissed from the activity and will not be eligible for awards or recognition activities.

2. If at the completion of a marking period, a student has not passed an equivalent of 4 credits, the 15 day rule will apply. If the weekly academic check at the end of 10 school days shows an improvement from failing to passing, the practice/rehearsal restriction only may be lifted for the remaining five days.
3. Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved make-up courses may be used to fulfill credit deficiencies.

### **TITLE IX-(POLICY NO. 103-104)**

#### **Equal Opportunity Regardless of Gender**

It is the policy (No. 103-104) of Bristol Borough School District to offer equal opportunities for male and female students in Bristol Borough Schools. The School Board policy notes that the district does not discriminate on the basis of gender in its educational programs, activities, or employment as required by Title IX.

Copies of the Title IX Grievance Procedure may be obtained at the Bristol Borough School District Administration Building, Bristol Borough School District, 1776 Farragut Avenue, Bristol, PA., 19007 (215.781.1010).

### **VISITORS IN SCHOOL BUILDINGS**

Parents are encouraged to visit the school. Arrangements must be made; however, through the school offices if parents wish to observe in classrooms. This regulation applies to non-parents also wishing to observe in our schools. Any visit must be with approval of the principal or his/her designee. Parents should be informed that they should make arrangements with the secretary to talk with their children or a teacher. Parents are requested not to call their children at school except for emergencies. All visitors are required to present a valid driver's license or state identification to enter the building. Visitors must register in the main office immediately upon entering the building. Visitors will receive and must wear the visitor pass received upon entering the building. Only these people having legitimate business at the school will be accepted as visitors. If you wish to meet with an administrator, teacher, or counselor, it is best to call ahead to make an appointment.

### **WITHDRAWALS**

If you plan to withdraw from school or a particular course for any reason, you should initiate the process with your Guidance Counselor. Students have up to the first interim period to withdraw from a course. If you withdraw from a course the day after the interim report is issued, it will reflect on your records as withdrawal/failure. A withdrawal/failure will reflect on the transcript as a zero for the first marking period. A parent/guardian note is required for all students requesting to withdraw.

### **ENGLISH LANGUAGE LEARNER PROGRAM (ELL)**

The Bristol Borough School District provides a program of educational services for each student whose dominant language is not English. The district has procedures for identifying these students. Students identified will be assessed for their English proficiency level in listening, speaking, reading, and writing. These students shall be required, with accommodations, to meet established academic standards and graduation

requirements adopted by the Board of Education. Students in the ELL program shall have access to and be encouraged to participate in all academic and extracurricular activities available to the district.

## **TEXTBOOKS/CHROMEBOOKS**

Textbooks/chromebooks are supplied by the school district. They are loaned to students for their use. It is the students' responsibility to use textbooks/chromebooks properly and with reason so that upon their return at the end of the course, only fair wear will have occurred.

If there is unwarranted damage, defacement or the book/chromebook is lost, the student will be assessed a fine to cover the costs of the repair or replacement. If a student withdraws from a given class or from school for any reason the student is personally responsible for returning all books/chromebooks.

## **CHROMEBOOK REPAIR OR REPLACEMENT**

Should your child's chromebook require repairs or replacement during the school year, visit our website at <https://www.bbsd.org/tech.asp> and complete the appropriate form. You will receive an email within 24 hours from our technology department with further information.

## **ASSESSMENT**

In order to take into account the diverse learning styles of students, teachers should use a variety of techniques to assess individual and group achievement.

- A score of 65 will be considered passing. If a student scores below a 65 on an assessment, he or she may be provided the opportunity to take a retest/assessment at the teacher's discretion.
- The failed test and the retest/assessment will be averaged, to determine the student's final grade on the assessment. A student cannot have his/her grade lowered as a result of the retest/assessment. If a student scores a lower grade on a retest/assessment the higher of the two grades will be used.

## **INCOMPLETE ASSIGNMENTS**

- Students are expected to meet all course requirements. At teacher's discretion, students may be given additional opportunities to complete their work successfully, in order to meet all course requirements.
- Students are expected to submit all assignments on the date due. Students who submit assignments after the assigned date may receive a deduction in their grade, at the teacher's discretion. The deduction should be clearly spelled out by the teacher, in writing, at the beginning of each marking period.
- Students who do not submit assignments, and demonstrate no effort to do so, will receive a zero for the assignment.
- Students are responsible to make up any incomplete work. If you do not do so by the end of the semester or school year, the grade will be 50.
- Extra credit assignments may be offered to students, at the discretion of the teacher.

## **GRADING SCALE**

Numerical grades will be used on report cards.

90-100 A

80-89 B

70-79 C

65-69 D

A "65" is the minimum passing grade.

### **PARENT PORTAL INFORMATION**

- Log onto the district website at [www.bbsd.org](http://www.bbsd.org).
  - Click on the student portal.
- Follow prompts and directions to create an account.

(You must have your child's information including their student identification number. It is case sensitive so please use the name by which you registered the child.)

### **INTERIM REPORTS**

All students will receive an interim report in the middle of each marking period. Additional progress reports may be sent home as needed. These will detail the student's academic performance and will include recommendations for improvement. At any time, students' grades can be accessed through the districts portals. Any questions please contact the guidance office.

### **ACADEMIC INTEGRITY**

It is the expectation that students maintain academic integrity at all times. Cheating is defined as the copying of someone's work and representing it as your own, allowing someone to copy work, or taking a test, quiz or exam in a dishonest way. Any student caught cheating on a test, quiz, exam, research paper, homework assignment and/or any other type of assessment/assignment will receive a zero. The student will be referred to the guidance counselor for counseling. The student's parents and the administration will be notified, which may result in further disciplinary action.

### **Grades and Grade Reports**

Grades are periodic reports in each of the enrolled subjects. These grades are measurements of the quality of work achieved in any class. There are four report card periods. Interim reports are also mailed home at the middle of each marking period. Copies are kept in the file in the Guidance Office. The grade estimates are given numerically. The following are some guidelines to use when calculating grades:

- The first semester grade will reflect the average of the 1st and 2nd marking periods.
- The second semester grade will reflect the average of the 3rd and 4th marking periods.
- The final grade will be the average of the two semester grades.

## **HONOR ROLL REQUIREMENTS**

Class rank will be determined by a weighted grade point average (GPA) each marking period. In order to qualify for Distinguished Honors, a student must achieve a weighted grade point average of 90%. In order to qualify for Honor Roll, a student must achieve a weighted grade point average of 80%. Students achieving Distinguished and/or Honor Roll for three marking periods will be recognized.

## **PROMOTION AND RETENTION**

The Board recognizes that many factors must be considered in the promotion or retention of students. The Superintendent of Schools or designee shall be responsible for the establishment and implementation of a program.

## **FIRE DRILLS**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety for those areas of the building in which he/she may be. Information for the fire drills should be posted near the door in each room. When the fire alarm is sounded, follow your teacher's directions promptly and exactly. There should be no talking during the entire drill so that instructions can be given when needed. Class groups should stay together so that the teacher in charge can take roll once outside the building in a position of safety. Students should walk with reasonable speed to the exits. All lights in the classroom should be turned off, windows closed, and the door closed once everyone is out of the room.

## **STORM EMERGENCY PROCEDURES**

When the weather is unusually severe and traveling conditions appear to be hazardous, students, and parents are urged to listen to news broadcasts for information concerning school delays or closings. Closing information will be broadcast on radio stats WBCB-1490 and KYW 1060 - School Number 609. Closing information will also be broadcast on television stations CBS 3, CW Philly 57, 6 ABC, 10 NBC, FOX 29, or log on to the district website ([www.bbsd.org](http://www.bbsd.org)) to determine whether school will open, have a delayed opening or be closed for the day. The district will utilize One Call Now to send emails, robocalls, and text messages to provide families with information regarding school closings. Please be sure to update your phone number should it change during the school year.

## **ATTENDANCE**

Research proves that those students who attend school regularly have greater academic success. We considered regular attendance to be very important at Bristol. Attendance in school implies attendance at each class for which you are scheduled.

When a student is absent from school he/she must bring in a written note (in ink) from the parent/guardian or doctor upon return. Notes must be turned into the office within 3 days of the student's return. However, only 10 parent notes can be accepted during the course of one school year. If a student has more than 10 absences, he/she will be required to have written verification from a doctor for each subsequent absence. The parent/guardian will receive a First Notification Letter after 3

unexcused absences. After 6 unexcused absences, a citation will be sent to the local magistrate, which may result in a fine or community service.

Whenever a student is not in school a parent/guardian should call the school office by 9:00 a.m. to inform the school of the absence. If a student has a scheduled appointment, (i.e., doctor, dentist, court), a note should be provided to the office at least a day in advance to notify the school of the intended absence.

If a student is going to be absent for several days, he/she can make arrangements through the Guidance office to receive assignments. Any student with excused absences will have a reasonable amount of time to make up assignments. Students have the responsibility to make these arrangements for make-up work with each teacher.

The following are absences which cannot be termed legitimate and will be classified unexcused or illegal: willful or neglectful failure to come to school, truancy, employment, parental neglect, oversleeping, child care or other work at home, visiting relatives or friend, and remaining home to do school work.

### **LATENESS TO SCHOOL**

If you are late to school you must report to the main office to sign in. Since unexcused tardiness is a major issue at Bristol Borough School District, it is being treated as a separate entity within the Code of Conduct. Detention and In-School Suspension may be administered as a result of excessive lateness to school.

1. Students not in their homeroom at 8:05 am are considered late to school and must report to the main office to sign in. Please note: oversleeping, missed rides, employment, parent neglect, childcare, or other work at home, remaining home to do school work, etc. are not acceptable excuses for lateness to school.
2. The first through the fifth lateness will result in a ½ hour detention.

### **LATENESS TO CLASS**

If a student is late to class during the day, the student should still report to class. The subject teacher will note the lateness in the grade book and implement the Code of Conduct as appropriate.

### **CURFEW**

The Bristol Borough Council has adopted an ordinance that prohibits students from being in public places without parental supervision during school hours. This is to enforce regular attendance of all students. Students in violation of this ordinance may be detained, returned to school, and subjected to court action.

### **LOCKERS**

Lockers are provided in the halls and the gym locker rooms for student convenience. They remain school property and are simply on loan to students. Hall lockers should be kept locked at all times. No valuables should be left in either set of lockers. Combinations should not be divulged or

shared with others. Padlocks are not allowed to be placed on school lockers. As per Board policy 226, students shall have no expectation of privacy in their lockers.

**SCHOOL ADMINISTRATORS MAINTAIN THE RIGHT TO OPEN AND EXAMINE ANY STUDENT LOCKER.**

**DRESS/GROOMING AND UNIFORM POLICY**

(See Board Policy 221 and 221.1)

A school and its students are being observed at all times. A well-groomed and neatly dressed student body sets a tone and atmosphere conducive to good order and learning. It is the student's responsibility to dress modestly and in good taste at all times. Clothing worn should be appropriate to the educational environment. **Hats, hoods, or other head covering are not permitted in the building.** They must be in lockers during the day. **No strapless tops, undershirts, spaghetti straps, or bare midriffs at any time. Skirts and shorts can be no shorter than 3 inches from the top of the knee.** No slippers, pajama pants, or bare feet. No underwear showing at any time. Necklines must be of a modest cut. No inappropriate or offensive slogans/pictures or references to drugs/alcohol. No clothing with tears or holes in inappropriate areas. Inappropriate dress will be at the discretion of the building administration.

**ELECTRONIC DEVICES**

Portable audio/video devices, such as Mp3 players, radios, CD players, iPods, earbuds, headphones, cell phones and all types of electronic games/devices are not to be brought into the classroom. These items are inappropriate for school and can be disruptive to the educational process.

The Commonwealth of Pennsylvania prohibits students' use of cellular telephones within the school building or on school grounds during school hours. **All cellular telephones must be turned off before entering the school building and placed in a book bag, or purse.** Cell phones are not permitted to be worn on the waist or be in plain view. Failure to comply with this policy will result in confiscation of the item until such time a parent reports to school to retrieve/claim it.

**\*PARENTS, PLEASE DO NOT CALL OR TEXT MESSAGE YOUR CHILD(REN) DURING SCHOOL HOURS. IF YOU NEED TO CONTACT YOUR CHILD IN THE EVENT OF AN EMERGENCY PLEASE CONTACT THE MAIN OFFICE.**

The student must have permission from the office to use the telephone in case of an emergency. Bristol Borough School District are not responsible for personal items, such as electronic devices and cellular phones. Students bring these items to school at their own risk.

**COMPUTER ETHICS & INTERNET POLICY**

(See Board Policy 815)

Any attempt to break into supervisory functions or other people's files is considered a major breach of computer ethics. Using other people's files, accessing any unauthorized web sites, and breaking into any unauthorized area of computer information is also considered violations. Students who interfere with the operation of the computer network will be subject to disciplinary action outlined in

the discipline policy. Please note that teachers have access to all work saved on the computer. Students should not use the computers to listen to music or view videos except for those instances when directed by the teacher in the course of instruction.

## **CONDUCT AT ATHLETIC EVENTS**

Students are expected to exhibit proper behavior at both home and away events. Proper behavior is exemplified by the use of positive support of the athletes. Students should refrain from booing or heckling, throwing refuse or in any other way exhibiting a negative image of our student body. The use of profanity directed toward the referees, coaches, or any other athlete on the floor is prohibited. Students are reminded that all aspects of the school Code of Conduct are in effect at all school activities.

## **BULLYING/CYBERBULLYING AND UNLAWFUL HARASSMENT**

**(See Board Policy 249)**

The Bristol Borough School District Board of Directors is committed to providing a safe, positive learning environment for 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 and cyberbullying in any form by district students. All forms of bullying and cyberbullying by school district students are prohibited. Anybody who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

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

1. Substantial interference with a student's education;
2. Creation of a threatening environment;
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. Cyberbullying shall mean forms of verbal and psychological bullying that occur through email, instant messaging, and personal profile websites such as Myspace/Facebook or through any communications devices. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, or terrorizing another student, teacher, or employee of district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised, or sanctioned by the school. Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying. The Board encourages students who have been bullied (including cyberbullying) to promptly report such incidents to school district employees, teachers or principals. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Any employee who observes or becomes aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation, which may include interviews with students, staff, parents/guardians, and a review of records. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Code of Student Conduct, which contains this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website. Teachers, counselors, specialists, and school administrators will routinely discuss inappropriate use of social networking and bullying and will provide appropriate examples to assist students with recognizing, identifying, and reporting bullying incidents. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include any of the reactions below and/or referral to law enforcement officials:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school setting, classroom, or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Counseling/Therapy outside of school which may be at the individual's expense
9. Expulsion

The Bucks County School Watch Hotline (1 877 888 7140) is also available should a situation ever exist where a student is unable to contact Bristol Borough School District Administration.

## **HAZING POLICY**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing as per Board Policy 247 is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization. Hazing activities of any type are inconsistent with the educational goals

of the district and are prohibited at all times. The Board of Education does not condone any form initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

## **SPECIAL EDUCATION**

The Bristol Borough School District provides Special Education Services to those students that are eligible under Chapter 14 PA Regulation and Federal Law (IDEA). If a student is experiencing difficulty learning in school or has difficulty with behavior control, that student may be eligible for screening and evaluation services to determine if he/she has a disability and a need for special education. Although the nature of severity of the disability may dictate program and placement, the District is always responsible to provide a Free Appropriate Public Education (FAPE) to all students at no cost to parents. The type and level of support is aligned to the unique learning needs of the student. However, the Bristol Borough School District ensures that children with disabilities are educated to the maximum extent possible in the general education environment. The instruction they receive should conform, as much as possible, to the instruction provided to their non-disabled peers.

### **Gifted Education Programs**

The BBSD, pursuant to 22 PA Code Chapter 16, will provide those students that meet the eligibility criteria for Gifted these programs and services: 1) written plan for the screening and identification of each student (utilizing multiple criteria); Gifted Education for each gifted student which is based on the unique needs of the student; and a process to provide notice and a shared responsibility with parents.

### **Protected Handicapped Students**

A protected handicapped student is a student who is school age with physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with state and federal law, the Bristol Borough School District provides to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations, which are needed to provide equal opportunity to participate in and obtain the benefits of the school program, and extracurricular activities to the maximum extent appropriate to the students' abilities. These services and protections for "protected handicapped students" are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs.

### **Section 504**

The Bristol Borough School District will comply with and implement Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the relevant regulation pertaining to these laws.

The Bristol Borough School District will provide written notice to the parent on how to access services, request screening and evaluation, and a description of services that are available. Notification will be provided to the parent, if the District believes: 1) the student should be identified as a Protected Handicapped Student; 2) should no longer be identified; 3) the student's Service Agreement requires a change or modification.

## **MCKINNEY-VENTO HOMELESS ACT**

“The Bristol Borough School District supports the McKinney-Vento Homeless Act thus providing students who are homeless the academic and emotional support and stability needed to be successful in school.”

## **SAFE SCHOOLS-WEAPONS POLICY**

In accordance with School Board policy No. 218.1, the Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The Board prohibits students from processing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school and staff sponsored activity.

[The definition of weapon] shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or and other tool, instrument or implement capable of inflicting serious bodily injury. [The definition of possessing is when] a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker, under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the students is on his/her way to or from school.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by the law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

## **CODE OF CONDUCT**

### **Philosophy**

Our school community's code of conduct is written so that every student can have a safe and comfortable place for learning, growing, and developing into responsible citizens. Citizenship in a democracy requires respect for the rights of others. Student conduct should always reflect consideration for the rights and

privileges of others and should exhibit cooperation with all members of the school community. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others will be encouraged. Respect for real and personal property, pride, in work and achievement consistent with one's ability will be expected of all students. Student obligations that are not satisfied will result in loss of extra-curricular privileges.

### **Student Responsibilities**

Student responsibility includes regular school attendance, conscientious effort in the classroom in work, and conformance to school rules and regulations. Most of all, students share, with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, fellow students, and all others who are involved in the educational process.

It is the responsibility of each student to conform to the following:

1. Be aware of all rules and regulations for the student behavior and conduct oneself in accord with them. The student should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause disruption to the educational process.
4. Assist the school staff in operating a safe school for all students, staff, and visitors.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete the courses of study prescribed by the Commonwealth and local school authorities.
10. Exhibit courtesy and not use incident or obscene language.

### **Parent Responsibilities**

To assist students in complying with the Bristol School District Code of Conduct, it is recommended that parents:

1. Explain the school rules to their children
2. Become involved in all aspects of the student's school life.
3. Take an interest in the courses taken, the texts and materials used, the lessons studied, the homework assigned, the rosters, and the results of standardized tests and student assessment.
4. Maintain contact with the school.
5. Monitor student employment hours and practices to ensure maximum academic performance.
6. Encourage participation in a wide range of school activities.

## **ELECTRONIC DEVICES**

An Electronic Device means a device that is used for audio, video, or text communication or any type of computer or computer-like instrument that is capable of transmitting, receiving or recording messages, images, sounds data, or other information by electronic means, and includes: a cell phone or smartphone; a smart or electronic watch; or tablet.

**The use of electronic devices by students in locker rooms, bathrooms, health suites, and other changing areas is prohibited at all times.**

Otherwise, approval for possession and use of an electronic device by a student is determined by, and is within the discretion of, the building administrator or his/her designee.

Approval of the use of electronic devices in the classroom is within the sole discretion of the classroom teacher and may be prohibited by the teacher.

A student shall not use a cell phone, digital camera or any other electronic device to photograph, audio record or videotape any student, teacher, District employee or other individual at the school or at school sponsored activities without the legal consent of the other student, teacher, District employee or other individual.

A student shall not email, post on any social media platform, nor otherwise electronically transmit images or audio recordings of another individual or individuals taken at the school or at school sponsored activities without the expressed written and legal consent of the other individual or individuals.

At no time, while on school property or at school sponsored activities shall a student use an electronic device to invade the privacy rights or other rights of any student, teacher, or District employee or other individual, or harass, threaten, intimidate, bully, or cyberbully any student, teacher, or District employee or other individual, or promote or engage in violence.

Further, a student shall not use an electronic device to create, view, send, share, or otherwise disseminate any type of lewd or sexually explicit image or video content. Such acts may constitute a criminal act under federal and/or state law.

Should a student misuse an electronic device, as prohibited above, the police department may be contacted where such an action or actions violate federal and/or state law.

**1st OFFENSE**  
**2nd OFFENSE**

**Warning Issued**  
**Parents are contacted by Admin/Teacher via phone call or email.**

**3rd OFFENSE**                      **Lunch/Recess detention and Parent is contacted by Admin/Teacher via phone call or email.**

**4th OFFENSE**                      **ISS/OSS in addition to Parent/Teacher conference with Administration.**

**Students that refuse to put cell phone into school bag or assigned area will be assigned an automatic ISS or OSS.**

**\*\*Parents, please do not call or text message your children during school hours. If you need to contact your child in the event of an emergency, please contact the main office.**

**A student must have permission from the Building Administrator or his/her designee to use the office telephone in the case of an emergency.**

**Snyder-Girotti School and the Bristol Borough School are not responsible for personal items, such as cell phones and other electronic devices. Students bring these items to school at their own risk.**

## **DISCIPLINE CODE GUIDELINES**

### **Minor Breaches Level 1**

The teacher other staff members supervising the students will handle the following infractions:

**A. Definition:** misconduct that impedes the orderly operations of the classroom and/or school environment.

**B. Examples: The following list is NOT meant to be all-inclusive, but act as a general guideline:**

1. Being out of assigned area without an appropriate pass; loitering in the hallways
2. Breach of dress code/inappropriate attire  
**(Board Policy #211-Dress and grooming)**
3. Classroom disturbances such as talking, moving around without permission, yelling, lying, abusive and unacceptable language
4. Failure to cooperate with any staff member
5. Mine out-of-class problems, such as running and disruptive behavior in the hall, food outside the cafeteria, littering, etc.
6. Posing disruptive/nuisance items
7. Refusing to be respectful and obey lunchroom rules and regulations, including removal of food/utensils from the cafeteria
8. Remaining after school without legitimate cause
9. Roughhousing
10. Forging or altering a document/signature
11. Late to class
12. Leaving class without permission
13. Possession of electronic devices
14. Cheating

**Disciplinary options available to teachers/administrators:**

- Verbal reprimand
- Teacher conferencing

- Parent Conference
- Detention(s) assigned
- Loss of classroom privileges
- Special assignments
- Removal from mainstream of classroom to other area of the room, or to restricted lunchroom in event of cafeteria violation
- Written Referral to administration

**Further unmodified behavior may result in ISS or OSS at administrator's discretion.**

### **Minor Breaches Level 2**

Submission of referral is the responsibility of the supervising staff member.

A. **Definition:** misconduct that disrupts the learning climate of the school environment. An accumulation of three (3) offenses under any category of student action may be considered unmodified behavior and move to Level 3.

**B. The following infractions may result in a referral to administration:**

1. Aggressive Behavior
2. Disrupting/Skipping Detention
3. Minor vandalism
4. Breach of computer ethics
5. Cutting class, including lunch and study hall
6. Using foul or obscene language towards another person
7. Plagiarism

**Disciplinary options available to administration:**

- Detention(s) assigned
- In-school suspension and parent contact
- Out of school suspension (1-5 days)
  - A parent or guardian must accompany the student the morning of re-admission.
- Counseling
- Parent Conference
- Temporary removal from class
- Restriction from school sponsored activities

**Further unmodified behavior may result in OSS or Alternative Placement, at administrator's discretion.**

### **Major Breaches Level 3A**

The following infractions will immediately be referred to the Assistant Principal with incident card/referral.

A. **Definition:** Act which tends to seriously disrupt the learning climate of the school. An accumulation of three (3) offenses under any category may be considered unmodified behavior and will move to Level 4.

**B. The following inappropriate and disruptive behavior will be referred at the time of the infraction:**

1. Causing injury to another person
2. Fighting
3. Intimidating, bullying, threatening, or harassing (See board policy 249)
4. Leaving school premises without permission
5. Instigating a fight
6. Possession/use of tobacco products (including smokeless, vapes, matches, lighters, etc.)
7. Theft
8. Major Vandalism (greater than \$100 in damages)

9. Verbal abuse/racial or ethnic slurs

#### **Specific Procedures**

1. Administration investigate infraction, conference with staff and student/students involved
2. Parental contact
3. Restitution of damages and property
4. Records

#### **Major Breaches Level 3B**

The following infractions will immediately be referred to any administrator with or without incident card/referral. The administration and/or local authorities will take immediate action.

- A. **Definition:** Misconduct which results in violence to a person or property; or poses a direct threat to the safety of others in the school.
- B. **The following misconduct warrants immediate referral to administration and appropriate authorities:**
  1. Arson
  2. Assault and Battery
  3. Bomb/ Terroristic Threats
  4. Extortion
  5. False Alarms
  6. Major Acts of Theft
  7. Causing Injury to Faculty or Staff
  8. Possession/use of Incendiary Device
  9. Possession/Use of a Weapon
  10. Sale/possession or use of Alcohol or Drugs
  11. Sale/possession or use of Stolen Property

#### **Specific Procedures to be followed**

1. Parent/Guardian contacted
2. Student removed from the school environment
3. Superintendent notified
4. Appropriate authorities contacted

#### **Disciplinary option available to administration:**

1. A minimum of 5 days suspension is mandatory in all examples listed above.
2. Restitution of property and damages
3. Refer to local police
4. Expulsion from school

### **OUT-OF-SCHOOL SUSPENSIONS**

All Out of School Suspensions require a parent to come in for a conference before a student can be readmitted to classes. **Any student who was suspended during the school year is not eligible to participate in ANY co-curricular athletics/activities, including practices, contests, field trips, and other activities, except through the approval of an administrator.**

## **IN-SCHOOL SUSPENSION PROGRAM**

ISS is an alternative to OSS. It allows the student to stay current with their academic work in a supervised setting. Assignment to the In-School Suspension room will be made by an administrator. **From the time that student is issued in ISS, including the day(s) that a student is assigned to ISS, he/she is not eligible to participate in ANY co-curricular athletic/activities including practices and contests, or other extra-curricular activities.** All days assigned must be fulfilled before a student may be admitted to regular classes and other school activities. ISS starts at 7:45 and ends at 3:00. If a student is absent on their assigned day, they will report to ISS on the next day of ISS following their return. Lateness to, early dismissal from or inappropriate behavior in ISS will result in additional days or OSS being assigned.

### **Student Assistance Program (SAP)**

Bristol School District's Student Assistance Program (SAP) provides a means to identify and refer students who are believed to be "at risk" for developing such problems as: chemical dependence and abuse, truancy, depression, suicidal tendencies and other problems that could inhibit a student's learning process. The Student Assistance Program is a trained team of teachers, counselors and administrators available to assist the student and family in identifying problems that impact on the student's ability to function in school and to offer assistance in alleviating these problems. It is an intervention and referral program, no a treatment program.

### **Student Seeking Help - Student Assistance Program (SAP)**

A student volunteering information about drug or alcohol use should be referred to the Student Assistance Team. The student should be informed of services available: guidance counselors, drop-in programs, support groups, informational groups, psychologists, nurses, community counselors, and outside agencies. A referral will be made to the Student Assistance Team so that recommendations can be made. No disciplinary action will be taken.

Pennsylvania Drug and Alcohol Abuse Act protects the right of the school to refer consenting students for treatment without parental knowledge of consent. It should be remembered, however, that the School Board recommends that all reasonable attempts be made, with the consent of the students, to involve parents at the earliest practical time. Parents shall be notified if there is a clear and immediate danger.

The student shall be advised that any future use, possession, or transfer of illegal drugs will not be condoned, and that information concerning any such future activity will be subject to disciplinary action.

### **Teacher, Peer or Parent Referral**

When a student is suspected of being under the influence of drugs or alcohol, an investigation shall take place; and the principal/assistant principal and, if necessary, the school nurse shall be called. Use of drugs and alcohol is a matter of serious concern. Teachers are expected to and must react immediately to any such suspicion of use. When a teacher, peer, or parent reports that a student may be using drugs, alcohol, or mood altering substances, but has no evidence of violation of law or school regulations, a referral will be made to the Student Assistance Team and appropriate actions will be taken. Those making the referral will be assured that confidentiality will be honored. Parents of a child who is displaying extraordinary behavior shall be apprised of the situation. They will decide whether to take the child home, to a physician, or to the hospital. If a parent cannot be located, the family physician will be contacted and he/she will be asked to make a recommendation. The principal/assistant principal and guidance counselor shall hold a conference with the parents and student to discuss the possible causes of the behavior for which the student was referred to the principal's office.

## **DRUG AND ALCOHOL POLICY**

The board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district the schools shall strive to prevent abuse of controlled substances.

For the purpose of this policy, controlled substances shall mean:

1. All dangerous controlled substances prohibited by law.
2. All look-alike drugs.
3. All alcoholic beverages.
4. Anabolic steroids
5. Any drug paraphernalia
6. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy:

(A) For the protection of the student, prescription drugs and patent medicine brought to the school MUST be registered with the school nurse or delegated authority. At this point, the administration of medication is under the supervision of the nurse.

- a. Students MUST have authorization from a medical doctor for prescription drugs.
  - b. Medication brought to school by a student on any one day should be in sufficient quantity for that one day only.
  - c. Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
7. Any volatile solvents or inhalants such as but not limited to glue and aerosol propellants.

The Board prohibits students from using, selling, buying, possessing, distributing and being under the influence of any controlled substances at any time, on school property, and at any school sponsored event regardless of location.

The board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of student or his/her parent, unless the best interests of the student can be served only by such release.

The Superintendent shall prepare rules for the identification, amelioration and control of controlled substance abuse in the schools which shall establish procedures to deal with students suspected of possessing, being under the influence or distributing controlled substances in school, up to and including expulsion and referral for prosecution. In the event that a staff member suspects a student of buying, using, possessing and/or selling drugs of any type s/he must immediately notify in confidence the building principal/ assistant principal or his/her designee.

Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

The following guidelines shall be in effect whenever a student is under the school's jurisdiction, including participation in field trips, sports, and all other extracurricular activities.

The rules shall apply whether a student is an active participant or is a spectator/guest at such functions.

### **Actual Use**

When there is reasonable evidence that a student is under the influence of, or is involved in the use of, a drug or an alcoholic beverage, and this is his/her first offense, the parents shall be notified following an informal hearing and conference the student shall be given a one (1) to ten (10) day suspension from school as determined by administration. The informal hearing conference will be conducted in conjunction with Chapter XI of the regulations of the Pennsylvania State Board of Education. An immediate referral shall be made to the Student Assistance Team. The team's data collection/assessment will determine the interventions and level of care.

At the second offense, the parents shall be notified and referral shall be made to the principal for a decision as to the length of suspension pending results of the Student Assistance Team intervention. The principal will notify the Superintendent regarding his/her decision.

For repeated offenses, the penalty may be exclusion from school for a period of up to one calendar year or more unless recommendation of the principal provides for an alternative. Application for readmission at the conclusion of this period will be reviewed by the superintendent and/or his/her designated committee, and a report with a recommendation forwarded to the Board.

### **Possession Without Actual Usage**

When a student is found in possession of suspected drugs, a referral must be made to law enforcement authorities who will obtain an analysis of such suspected drugs and will determine whether an arrest or referral to a judicial agency will be made. If, except as to look-alike drugs, the result of the analysis is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed. If the result of the analysis is positive or look-alike drugs are involved steps shall be taken, as in section above (Actual Usage).

### **Selling or Buying**

It is not the intent of these regulations to distinguish between a seller or buyer. However, individual situations may result in such distinctions being made.

Parents and local police shall be notified and appropriate criminal charges against those involved are to be pressed.

In addition, when there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for a period determined by the school board. The student and his/her parents shall be afforded all due process rights including the opportunity for a formal hearing before the school

board. Application for readmission at any time will be reviewed by the Superintendent and/or his/her designated committee.

### **Discovery of Drugs**

Drugs found anywhere on the school premises are to be given promptly to law enforcement authorities. All receipts for the same must be obtained from such authorities.

### **Apprehended by Police for Distributing Controlled Substances**

If a Bristol Borough School District student is apprehended by the police for activities involving suspicion of use, possession, or the buying/selling or illegal drugs, look-alike drugs, or alcoholic beverages while the student is under the jurisdiction of the school district and if the principal/assistant principal is notified by the police, she/he in turn, will notify the Superintendent. The student will be subjected to disciplinary measures outlined in this policy.

### **Discovery of Drugs by Staff members**

If a staff member discovers the use or sale of controlled substances, during the performance of their duties, she/he should immediately seek assistance from the building administrator who will conduct an investigation of the matter.

### **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject them to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. First violation-- suspension from school athletics for the remainder of the season.
2. Second violation-- suspension from school athletics for the remainder of the season and for the following season.
3. Third violation--permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

### **Qualifications**

- A. It is acknowledged that in writing any such procedures as the above, generalizations must necessarily be invoked in establishing guidelines for action.
- B. It must be understood that concerns for the well-being of the individual involved in any of the actions described herein must be weighed against the concerns for the well-being of the student body at large.

- C. Therefore it must be recognized that appropriate discretionary action on the part of those charged with carrying out the punitive process must be prohibited by these guidelines.
- D. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

### **SMOKING**

WE ARE A SMOKE FREE CAMPUS. SMOKING IS PROHIBITED EVERYWHERE ON SCHOOL PROPERTY INSIDE AND OUTSIDE THE SCHOOL BUILDING. CONSEQUENCES FOR SMOKING ARE OUTLINED IN THE DISCIPLINE POLICY.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

Signed into law December 10, 2015, the **Every Student Succeeds Act (ESSA)** is the federal legislation that governs elementary and secondary education in America. There are several Titles in ESSA:

#### **TITLE I – Improving Basic Programs**

- The goal of Title I is to provide a high quality education to every child, so the program provides extra help to students based on need. At Snyder-Girotti (S-G) – this help is provided in the areas of English, Reading, Language Arts and Mathematics. S-G is a Schoolwide Program, so the Title I funds can be used for educational programs to help all the children in the school building.

#### **TITLE II – Class Size Reduction**

- The purpose of Title II is to increase student achievement consistent with the challenging state academic standards. Snyder-Girotti uses its funds to reduce the number of students in first grade classrooms.

#### **TITLE IV – Well-Rounded Education**

- This flexible new Title IV grant provides all students with access to a well-rounded education, improves school conditions for student learning and improves the use of technology in order to improve the academic achievement and digital literacy of all students. At S-G, these funds support the new gifted and enrichment classes, fund the school’s Positive Behavior Interventions and Supports Program (PBIS) and allows for the purchase of Chromebooks for student use.

A major component of all of these programs is Parent/Family Engagement. Research from the last 30 years shows that schools, families, and communities can make a difference in a student’s learning experience – especially when they work together to raise student achievement. For this reason, a Parent Advisory Council (PAC) has been formed.

#### **BRISTOL BOROUGH SCHOOL DISTRICT TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

- The Bristol Borough School District will involve parents and family members from the Snyder-Girotti School’s Parent Advisory Council (PAC), the PTA and the Comprehensive Planning Team in the joint development of the Title I Plan.
- The Bristol Borough School District will involve parents and family members in the process of school review and improvement through the Comprehensive Planning Team, the PAC and PTA.

- The Bristol Borough School District will provide technical assistance and support to its schools in order to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance through the Comprehensive Planning Team, the PAC and PTA.
- The Bristol Borough School District will continue to coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs through the Comprehensive Planning Team, the PAC, PTA and with our collaborative partners such as: the 21<sup>st</sup> Century Community Learning Center, the Bucks County Intermediate Unit #22, Head Start, PreK Counts, the Academic Oversight Committee (AOC) and the Grundy Library.
- The Bristol Borough School District conducts, with the meaningful involvement of parents and family members on the Comprehensive Planning Team, the PAC and PTA, an annual evaluation of the content and the effectiveness of the parent and family engagement policy in improving the academic quality of all schools. It will identify what barriers exist to greater participation by parents and family members, the needs of parents and family members to assist with the learning of their children and strategies to support successful school and family interactions.
- The Bristol Borough School District will use the findings of the annual evaluation survey to design evidence-based strategies for more effective parent and family involvement, and revise the policy, if necessary, at the PAC and PTA meeting.
- A Parent Advisory Council (PAC) and the PTA have been established to represent the needs of the parents and family members and will revise and review the District and School Parent and Family Engagement Policy.

**SNYDER-GIROTTI ELEMENTARY SCHOOL TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

- The Snyder-Girotti School's Parent and Family Engagement Policy is developed with and agreed on by parents and family members of Title I children.
- This Policy is distributed to all parents and family members of Title I children in the Student Agenda/Handbook.
- This Policy is made available to the community on the school website.
- This Policy is written in an understandable format and provided in languages parents can understand, upon request.
- Parents are involved in the planning, review, and improvement of the Snyder-Girotti's Parent and Family Engagement Policy.
- An annual meeting, at Back to School Night, will be held to inform parents and family members of the Snyder-Girotti School's participation in the Title I Program and to explain the requirements of the program and their right to be involved.
- At Back to School Night, the school administrators and staff will explain the curriculum used in Snyder-Girotti School, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards.
- Parent/Family meetings will be held at 6:30 PM, every other month. Parent/Family Conferences will be held three times throughout the year; during the day and in the evening.
- Parents/Families will be provided with timely information about the Title I Program at the Back to School Night, PAC/PTA meetings, Parent/Family Conferences, at Partners in Print, at Math Nights and at Transition events.

- The Snyder-Girotti School will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- The Snyder-Girotti School will involve parents and family members in the joint development of the Schoolwide Program Plan; through the Comprehensive Planning Team, the PAC and the PTA.
- A Snyder-Girotti School-Parent/Family-Student Compact has been jointly developed with the PAC and PTA and is printed in the Student Agenda/Handbook. The compact outlines how parents/families, the entire school staff and students will share in the responsibility for improved student achievement.
- At Back to School Night, Parent/Family Conferences, Math/Literacy Nights, BCIU #22 Annual Title I Parent/Family Engagement Workshop and Transition events, assistance will be provided to parents and family members in understanding the challenging State academic standards, State and local assessments, and how to monitor their child's progress and work with teachers to improve the achievement of the children. Materials will be distributed and reading and math literacy training will be provided, along with the proper use of technology including the harms of copyright piracy, as appropriate, to foster parent/family involvement.
- The Snyder-Girotti School will educate teachers and other staff, with the assistance of parents in the value of contributions of parents and family members, and in how to better communicate with, and work with parents and family members as equal partners to build ties between parents/families and the school.
- The Snyder-Girotti School will, to the extent feasible and appropriate, coordinate parent/family engagement activities with other Federal, State, and local programs including public preschool programs through our collaboration with PreK Counts, Head Start, local preschool providers, AOC, the Grundy Library, and the BCIU#22, the 21<sup>st</sup> CCLC and the Academic Oversight Committee (AOC).
- The Snyder-Girotti School ensures that information related to school and parent/family programs, meetings and other activities will be sent to parents/families of participating children, to the extent possible, in a language the parents and family members can understand, upon request.
- When possible, student grades and homework will be posted on the school website at the request of the PAC/PTA, starting in fourth grade.
- The Snyder-Girotti School, to the extent possible, will provide opportunities for the informed participation of parents and family members (including those with limited English proficiency, those with disabilities, and families of migratory children).

**Revised and approved by the Title I Parent Advisory Council (PAC) and the PTA on October 3, 2023**

## **24 BOOK STANDARD**

The Bristol Borough School District has formally adopted the 24-book standard as recommended by the Pennsylvania Department of Education. This requires every student to read 24 books (6 each quarter) and to demonstrate their understanding through the completion of a graphic organizer, story map, or other means designated by the classroom teacher.

## TITLE I SCHOOL – PARENT/FAMILY – STUDENT COMPACT

### **The Snyder-Girotti School will:**

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's Common Core Standards.
- Hold parent/family conferences at least three times a year during which this compact can be discussed as it relates to each individual child's achievement.
- Provide parents/families with frequent reports on their child's progress.
- Provide parents/families reasonable access to staff during parent/family-teacher conferences or when an appointment has been scheduled.
- Strive to address the individual needs of each student and provide feedback to parents/families.
- Provide parents/families opportunities to volunteer and participate in their child's class and to observe classroom activities. This can be arranged by making an appointment through the Title I Coordinator.

### **We, as parents/families, will support our children's learning in the following ways:**

- Send our children to school regularly and on time.
- Create an atmosphere that supports learning by encouraging all academic activities.
- Monitor assignments and make sure homework is completed. Parents will sign the Homework/Agenda Book and the Book Log each night.
- Monitor the amount of TV children watch.
- Attend school functions and conferences.
- Participate in decisions related to the education of our children.
- Review all school communications and respond promptly.
- Encourage children to demonstrate respect and dignity for school personnel, their classmates and school property.
- Serve, to the extent possible, on the Parent Advisory Council (PAC) and/or PTA.
- Encourage our children to ask for help whenever necessary.
- Monitor our children's use of all electronic devices and internet activities.

### **We, as students, will share the responsibility to improve our academic achievement and meet the State's Common Core Standards in the following ways:**

- Return completed homework assignments on time.
- Ask for help whenever necessary.
- Read every day, for at least 15 minutes, outside of school. This will be recorded each night on the Book Log.
- Be respectful to school personnel, parents, family members, other students, and school property.
- Get to school regularly and on time.

**Revised and approved by the Title I Parent Advisory Council (PAC) and PTA on October 3, 2023.**

Dear Parents and Families,

This letter is to inform you that the Snyder-Girotti Elementary School receives federal Title I funding and will comply with the “Parents Right to Know Information” required by the Every Student Succeeds Act (ESSA) that was signed by President Obama on December 10, 2015.

We are very proud of our teachers and programs to support student growth. Our educators are ready and prepared to give your child a high-quality experience to advance their skills, experiences and learning. Federal guidelines give you the right to know about your child’s teachers’ credentials. We are happy to provide this information to you. At any time, you may ask:

- whether your child’s teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching;
- whether your child’s teacher received an emergency or other provisional certificate through which Pennsylvania licensing criteria have been waived; and
- what degrees your child’s teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may ask whether your child receives help from a paraprofessional and, if your child receives this assistance, we will provide you with information about the paraprofessional’s qualifications. Title I schools are also required to notify every parent when a student is to be taught for four or more consecutive weeks by a classroom teacher who is not highly qualified. As part of our commitment to keep you informed, you may also request information at any time on your child’s achievement on district and State assessments.

Our staff is committed to helping your child develop the academic knowledge and critical thinking needed to succeed in school and beyond.

If you have any questions about these matters or anything else concerning your child’s education, please contact us.

Respectfully,

*Julie Balcer*

**Julie Balcer  
Elementary Principal  
& Federal Programs Coordinator**

## **Federal Programs Complaint Procedure**

Dear Parent/ Guardian,

The *Every Student Succeeds Act of 2015* (ESSA) legislation requires state educational agencies to adopt written procedures to resolve any complaint alleging violations of the law in the administration of programs.

The Bristol Borough School District provides its own Title 1 services at Snyder-Girotti Elementary School. If you have concerns regarding the implementation of the Title 1 program, the following procedures should be followed:

1. Contact your child's Title 1 teacher to determine if your concerns can be addressed.
2. Contact Mrs. Balcer, Title 1 Coordinator, Bristol Borough School District, at 215-781-1000 ext. 1026. Mrs. Balcer will be the district's contact person to resolve any issues.
3. If you are unable to resolve your concern with Mrs. Balcer, you have the right to file a written, signed statement with the Pennsylvania Department of Education, Federal Programs Division, 333 Market Street, Harrisburg, PA 17126. The statement should include the federal statute or regulation, which you believe have been violated under ESSA.

Respectfully,

*Julie Balcer*

**Julie Balcer  
Elementary Principal  
& Federal Programs Coordinator**

## **Important School Policies**

1. Students should be in school on time. There are consequences for lateness.
2. Food and beverages may only be consumed in the cafeteria.
3. Dress appropriately and respectfully for school.
4. Agenda books must be carried at all times and are considered school property. Destruction or misuse of any kind will require replacement and disciplinary action.
5. A note is required for every absence and must be turned in to the office within three days of your return to school. A doctor's note is required for absences three or more consecutive days in length.
6. Computers/electronic devices are to be used in an appropriate manner consistent with the school policy (see pages 20-21).
7. All medicines must be turned in to the nurse before the start of the day.
8. Cell phones and other electronic devices are not permitted in school; however, if required by parents, these devices must be powered off during the school day.
9. Students must be academically eligible and not on suspension to participate in activities.
10. A parent must attend a meeting in order to return to school from a suspension.
11. This is a "smoke free-drug-violence free" environment. Students and their belongings may be searched if there is any suspicion of possession of inappropriate items.
12. Lockers are school property and may be searched.

# Snyder-Girotti Elementary School

450 Beaver Street



Bristol, Pa 19007

## PHOTO and VIDEO Release Form

Throughout the year, there will be various assemblies, award ceremonies and other activities. During these events, photographs are often taken to promote a positive environment. Some students may be identified by name and acknowledged in various forms of media, including the newspaper and school website.

Failing to return this form signed, you will allow for such pictures to be taken and fully understand that this is a complete release of all claims against the Bristol Borough School District or any other person, firm or corporation by reason of any use of such pictures.

\_\_\_\_\_  
I, \_\_\_\_\_, do NOT give Bristol Borough School District, and those acting with authority of the district, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school picture or video of my child produced by the Bristol Borough School District. This authorization and release covers the use of said photos of video in any published form and any media.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Student/Grade/ Teacher

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**\*Return ONLY if you do NOT consent to your child being photographed or videoed as mentioned above.**

# Snyder-Girotti Elementary School

450 Beaver Street



Bristol, Pa 19007

## Walking Permission Form

Throughout the school year, your child may have the opportunity to participate in walking field trips within Bristol Borough. These experiences will supplement and enhance their learning during the school day. By completing and returning the permission slip below, you are giving consent for your child to participate in these activities.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### Acknowledgement of the Contents of the Student Handbook

**I have read this handbook with my child/children.**

**I have discussed the information regarding the consequences of his/her actions relating to the Code of Student Responsibility for Snyder-Girotti Elementary School.**

**I agree to support the administrators and staff as outlined in this handbook.**

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Room \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*PLEASE SIGN AND RETURN THIS PAGE!**

# 2023-2024

## Student Planner

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Student # \_\_\_\_\_ Homeroom \_\_\_\_\_