

**Bedford Elementary School
Student Handbook
2023-2024**

**3639 Business Route 220
Bedford, PA 15522**

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***Bedford Elementary ...
Helping children be the BEST they can be
while building the foundation for life long learning.***

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Bedford Elementary Personnel List

Name	Position	Extension	Email Address
Anderson, Mark	3 rd Grade	3013	andersonm@bedfordasd.org
Arnold, Adam	3 rd Grade	3002	arnolda1@bedfordasd.org
Arnold, Amy	5 th Grade	3141	arnolda@bedfordasd.org
Barkman, Matt	Physical Education	3171	barkmanm@bedfordasd.org
Berkey, Rodney	Kindergarten	3120	berkeyr@bedfordasd.org
Boland, Matthew	Life Skills Support	3119	bolandm@bedfordasd.org
Bulger, Jaimie	Lead Custodian	3015	bulgerj@bedfordasd.org
Burkett, Kendra	Emotional Support	3149	burkettk@bedfordasd.org
Burkey-Guerin, Cheryl	Custodian	3015	
Bush, Nicole	Cafeteria	3162	
Carroll, Nichole	1 st Grade	3029	carrolln@bedfordasd.org
Clapper, Diana	Library	3035	clapperd@bedfordasd.org
Cottle, Donald	2 nd Grade	3125	cottled@bedfordasd.org
Crites, Sarah	Instructional Assistant	3407	crites@bedfordasd.org
Decker, Jennifer	5 th Grade	3144	deckerj@bedfordasd.org
Dibert, Mary	Administrative Assistant	3101	dibertm@bedfordasd.org
Downey, Willard	Custodian	3015	
Eberhart, Heather	4 th Grade	3005	eberharth@bedfordasd.org
Emerick, Paula	3 rd Grade	3151	emerickp@bedfordasd.org
Farnan, Lisa	1 st Grade	3028	farnanl@bedfordasd.org
Fetters, Ashley	Learning Support, K-2 nd Grade	3126	fettersa@bedfordasd.org
Fox, Lori	Title I	3136	foxl@bedfordasd.org
Garlock, Paula	Cafeteria	3162	
Gerber, Lisa	2 nd Grade	3127	gerberl@bedfordasd.org
Hays, Gregory	School Psychologist	3513	haysg@bedfordasd.org
Heit, Brenda	Title I	3135	heitb@bedfordasd.org
Hershey, Leigh	2 nd Grade	3131	hersheyl@bedfordasd.org
Hillegass, Barbara	Kindergarten	3032	hillegassbf@bedfordasd.org
Hillenbrand, Jennifer	Music	3154	hillenbrandj@bedfordasd.org
Holler, Scott	5 th Grade	3145	hollers@bedfordasd.org
Huxta, Jessica	5 th Grade	3143	huxtaj@bedfordasd.org
Ickes, Dawn	4 th Grade	3003	ickesd@bedfordasd.org
Ickes, Olivia	2 nd Grade	3132	ickeso@bedfordasd.org
Ickes, Tara	Instructional Assistant	3001	ickest@bedfordasd.org
Kegg, Lindsey	2 nd Grade	3129	kegg@bedfordasd.org
King, Bobbi	3 rd Grade	3150	kingb@bedfordasd.org
Koontz, Ashley	Instructional Assistant	3138	koontza@bedfordasd.org
Lafferty, Jennifer	4 th Grade	3006	laffertyj@bedfordasd.org
Lashley, Karen	Cafeteria	3162	lashleyk@bedfordasd.org
Learning Lamp	Pre-K	3134/3406	

Personnel List Continued

Name	Position	Extension	Email Address
Leibfreid, Stephanie	3 rd Grade	3014	leibfreids@bedfordasd.org
Livengood, Julie	School Nurse	3113	livengoodj@bedfordasd.org
Locke, Jerri	Custodian	3015	
Logsdon, Lauren	Art	3158	logsdonl@bedfordasd.org
May, Brad	5 th Grade	3142	mayb@bedfordasd.org
May-Holberg, Amber	Kindergarten	3033	holberga@bedfordasd.org
McMullen, Alaina	Instructional Assistant	3409	mcmullena@bedfordasd.org
Miller, Elizabeth	4 th Grade	3008	millere@bedfordasd.org
Morningstar, Rachel	Learning Support, 3 rd - 5 th Grade	3408	morningstarr@bedfordasd.org
Mull, Jennifer	ELL/Gifted	3138	mullj@bedfordasd.org
Murphy, Carrie	Kindergarten	3121	murphyc@bedfordasd.org
Nicodemus, Jennifer	Attendance Secretary	3402	nicodemusj@bedfordasd.org
Oettinger, Perk	Guidance	3156	oettingerp@bedfordasd.org
Pencil, Jessica	Assistant Principal	3106	penciljl@bedfordasd.org
Plummer, Ashley	Cafeteria	3162	
PreK Counts	Pre-K	3020/3137	
Pyle, Kelly	Instructional Assistant	3408	pylek@bedfordasd.org
Ramsey, Kathy	Cafeteria	3162	
Riehl, Linda	Instructional Assistant	3138	riehll@bedfordasd.org
Ringler, Cassandra	Speech Support	3404	ringlerc@bedfordasd.org
Sewalk, Sarah	Instructional Assistant	3138	sewalks@bedfordasd.org
Schrum, Ashley	Administrative Assistant	3401	schruma@bedfordasd.org
Sharbaugh, Steven	4 th Grade	3004	sharbaughs@bedfordasd.org
Smith, Vincent	Instructional Assistant	3119	smithv@bedfordasd.org
Spade, Debbie	Instructional Assistant	3138	spaded@bedfordasd.org
Stahlman, Lisa	Learning Support, 3 rd - 5 th Grade	3001	stahlmanl@bedfordasd.org
Steele, Elizabeth	1 st Grade	3024	steelee@bedfordasd.org
Stevey, Katherine	Instructional Assistant	3119	steveyk@bedfordasd.org
Stoudnour, Karen	1 st Grade	3030	stoudnourk@bedfordasd.org
Straub, Allison	1 st Grade	3026	strauba@bedfordasd.org
Straw, Holly	Speech/Hearing Support	3034	strawh@bedfordasd.org
Stuby, Pam	Custodian	3015	
Toner, Beth	Kindergarten	3019	tonerb@bedfordasd.org
Turkovich, Leslie	Principal	3107	turkovichl@bedfordasd.org
Twigg, Kayley	4 th Grade	3007	twiggk@bedfordasd.org
Wakefield, Hannah	Cafeteria	3162	
Waugerman, Bonnie	Kindergarten	3133	waugermanb@bedfordasd.org
Weaverling, Ashly	3 rd Grade	3139	weaverlinga@bedfordasd.org
Wertz, Linda	Instructional Assistant	3408	wertzl@bedfordasd.org
Weyant, Leigh Anne	5 th Grade	3140	weyantl@bedfordasd.org
Willison, Shelly	Instructional Assistant	3001	willisons@bedfordasd.org
Wingard, Melissa	2 nd Grade	3029	wingardm@bedfordasd.org
Zelanko, Heather	Cafeteria	3162	Zelankoh@bedfordasd.org
Zimmerman, Terri	1 st Grade	3031	zimmermant@bedfordasd.org

BUILDING SCHEDULE

Teacher Arrival	7:30 AM
Student Arrival	7:45 – 8:20 AM
Breakfast	7:45 – 8:20 AM
Tardy Bell	8:20 AM
Homeroom Bell/Pledge	8:25 AM
Instructional Time	8:30 AM – 2:45 PM
Student Dismissal Begins	2:45 PM
Teacher Dismissal	3:15 PM

Students should not arrive at the building before 7:45 AM to ensure supervision in the classrooms. All exterior doors will be locked at all times.

SCHOOL POLICIES

Attendance

Attendance in school is critically important to the learning process. Instructor, teacher guided learning, peer interaction, cooperative learning activities and self-expression are all valuable components of education. These can only be mastered through continuous and regular school attendance.

Compulsory attendance, as defined in 1326 of the Pennsylvania School Code, begins when a student enters school or at the age of 6 years until the age of 18. Please note: According to a 2013 Commonwealth Court ruling, any student who is younger than 6 and begins schooling will also be held to Pennsylvania Compulsory Attendance. During that time students must attend school regularly.

When students are absent from school, a written excuse signed by the parent/guardian must be submitted to the school office upon return or within three days. A failure to submit the excuse within three days will result in the days being deemed unlawful absent.

Absences will be considered legal absences if the excuse is for one of the following reasons:

- 1) Illness
- 2) Death in the Family
- 3) Religious Holiday
- 4) Quarantine
- 5) Impassable Roads
- 6) Suspension
- 7) Educational Trips and Tours
- 8) Required Court Appearances
- 9) Recovery from Accident
- 10) Other Urgent Family Reasons as well as circumstances related to homelessness, foster care, and other forms of educational instability. (Approved by the Principal)

Attendance cont.

ELEMENTARY STUDENTS (Kindergarten through Grade 5):

After 10 days of parental excused absences, parents will be advised that all subsequent absences after the 10th day of absence must be accompanied by a physician's excuse or the absence will be considered unlawful.

Illegal absences will be considered Unlawful. *First offense violation of compulsory attendance law will be issued by the Principal after the third unlawful day of absence is accrued. *Second offense violation of compulsory attendance law will be filed with the magistrate for each day beginning with the fourth unlawful day of absence. Second and subsequent offences resulting in a violation of the compulsory attendance law will be filed with the magistrate. There will be a Student Attendance Improvement Meeting with a Children and Youth Services Truancy Caseworker.

½ Day Absences:

Students who attend school for only ½ the day will be considered absent the other half and an excuse will be necessary.

If a student arrives at school one hour (9:25 AM) or later after the official starting time he/she will be considered absent ½ day for the AM session and will be required to submit an excuse.

If a student leaves during the AM for an approved appointment he/she must return one hour (1:45 PM) before the official dismissal time or he/she will be considered absent ½ day for the PM session.

Tardy:

Students arriving in the office after 8:25 AM will be considered tardy. If a student is tardy on 5 occasions, he/she will be marked absent for ½ (one-half day) illegal absence upon the 5th occurrence.

APPOINTMENTS DURING SCHOOL HOURS

When possible, please attempt to make your child's appointments for after school hours. If your child does have an appointment during the school day, a note should be sent with the child in the morning stating the time and purpose for the appointment.

Please report to the office to sign a permission slip when withdrawing your child and returning him/her to school. If time is remaining in the school day, a physician's/dentist's excuse should be forwarded to the office. Students are expected to return to school after appointments,

Educational Trip Policy

Students will be permitted to be legally absent from school for educational trips for a total of 5 school days per year, with his/her parent/guardian, provided the parent/guardian comply with the following conditions:

- 1) An EDUCATIONAL TRIP FORM will be completed and returned to the office of the child's school prior to the trip.
- 2) The Principal or Assistant Principal will indicate whether or not that trip is approved.
- 3) The trip will be at the expense of the parent(s) or guardian(s).
- 4) Failure to gain prior approval for the educational trip will result in the issuance of ILLEGAL ABSENCES for those days absent.

If the pupil takes an approved educational trip, he/she is required to make-up the work missed, is responsible for making arrangements with the teacher for such make-up work, and is not to be penalized for his/her absence. EDUCATIONAL TRIP FORMS can be obtained from the elementary office or printed from the school's webpage.

Dress Code

The Bedford Area School District Dress Code expressly states that clothing worn by students must not disrupt the educational process. If a child is not appropriately dressed, the parent or guardian will be notified and may be required to bring proper clothing to school.

Short shorts, biker shorts, spandex pants, tank tops, spaghetti straps, and fishnet shirts are not permitted for 3rd thru 5th grade students. Shirts with unsuitable slogans are not permitted. Midriiffs must be covered.

Practical shoes should be worn for hall and playground safety. **No flip-flops allowed** for safety reasons, only sandals with a back strap may be worn. If wearing dress shoes to school, please bring tennis shoes along for recess and/or physical education class.

For identification of misplaced clothing, your child's name should be on all outdoor clothing such as boots, gloves, hats, and coats.

Students are not permitted to wear hats and/or skating shoes in the building. Seasonal hats may be worn (Santa hats, bunny ears) the week of the holiday break. If the seasonal hat is a distraction in the classroom, it may be asked to be removed during class time.

Dress appropriately for the weather; layers make adjusting to weather changes possible (sweater, shirts, and jackets). Learning is best achieved when the student is comfortable.

HEALTH CARE SERVICES

Illness During the School Day

When a child becomes ill or injured during school hours, certain procedures are followed. The nurse will be contacted and/or the student will be sent to her for an evaluation of the illness or injury. In the case of an emergency, the person(s) indicated on the emergency record form will be contacted.

Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors

In accordance with Board Policy 210.1, the district stocks epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Additionally, Policy 210.1 sets forth the guidelines for students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law. If you have any questions regarding this policy, please contact your school nurse.

Medication At School

The school nurse or designee will administer all medications to students at school. For proper dispensing of medication to your child, please include the following:

1. All medication must be delivered to the school by the parent in the original prescription bottle with the name of the student on the bottle.
2. Medication Policy Form has to be completed before any medicines (prescription or non-prescription) will be given by the school nurse or designee. This does not include on hand medicines kept in the nurse's room (i.e. Tylenol, cough drops, etc.).
3. Parents must come to school to give medication to their child until a Medication Policy Form is signed.
4. Parents are asked to notify the nurse to ensure food allergies are communicated with the school

Wellness Checks

- | | |
|-----------------|---|
| K | physical, height/weight, vision, hearing, dental, TB (not mandated but available) |
| 1 st | physical (new entries), height/weight, vision, hearing |
| 2 nd | height/weight, vision, hearing |
| 3 rd | height/weight, vision, hearing, dental |
| 4 th | height/weight, vision |
| 5 th | height/weight, vision |



BUS TRANSPORTATION

Transportation in the Bedford Area School District is provided to transport students to and from school. Parents are encouraged to use the school bus transportation.

Each child must ride only his or her assigned bus. A child is **NOT** permitted to ride a different bus to visit a friend, attend a party, etc. However, if you experience an emergency and need the district to place your child on a different bus for a day, a written request must be sent to the school office upon arrival of the student at school in the morning. This request should include a phone number where you can be reached if needed, reason for the different bus requested, and location of the stop. After everything is in place, a bus pass will be issued to the child, which must be given to the driver of the alternate bus.

* **DUE TO A CONCERN FOR STUDENT SAFETY, STUDENTS WILL NOT BE REDIRECTED TO ALTERNATE BUSES OR AFTER SCHOOL ACTIVITIES AFTER 1:30 PM.** *

Due to the amount of buses arriving and departing Bedford Elementary, the buses will have priority and will be dismissed first.

School Bus Policy – See Student Rights and Responsibilities 2023-2024 Handbook

STUDENTS TRANSPORTED TO SCHOOL BY PRIVATE VEHICLES

Students who are transported to school by private vehicles are to be dropped off during bus hours (7:45 AM- 8:20 AM) in the designated commuting student area on School Street. You will be directed to the different areas from School Street.

STUDENTS TO BE TRANSPORTED FROM SCHOOL BY PRIVATE VEHICLES AT THE END OF THE SCHOOL DAY

Beginning at 2:00 PM, private vehicles are to park in the side parking lots and will wait until the buses leave before their child is dismissed. Parents should report to the office if your appointment is before the regular dismissal time.

If a child must be picked up by the parent at the end of the day due to an appointment or other reasons, a written request must be received upon the child's arrival at school.

Parent Pickup: Parents will report to designated pick-up points from the exterior doors. Pickup locations will be clearly marked and may be adjusted due to the number of students getting picked up. The doors will be opened at 3:00 PM. Pickup points will be LGI, Gym and Cafeteria. Due to safety and security concerns, students are to be picked up at Bedford Elementary School and not from the bus at Bedford High School or Bedford Middle School.

GRADING POLICY – REPORT CARD POLICY

The school district's report card will periodically report to the parents the progress and status of their child as he/she relates to the curriculum and expectations of the school. Report cards are issued every nine weeks. The following definitions are established for the information recorded on the report cards and on the student's cumulative folder.

- A (100-93)
- B (92-83)
- C (82-73)
- D (72-65)
- F (64-0)

ADV = Advanced PRO = Proficient
NI = Needs Improvement I = Incomplete
EXC = Excused



HOMEWORK – GOOD STUDY HABITS

PLEASE NOTE! Students who are unable to attend school because of illness, injury, etc., and desire their homework can access assignments through Schoology. Students/parents can also contact their teacher by telephone, email, or dojo if additional materials or clarification is needed.

HOMEWORK is an important part of your child's education. Encourage him/her to fulfill this responsibility.

To assist with schoolwork:

**Provide a specific time and place for your child to study. Provide materials needed – crayons, pencils, and glue.

**Show an interest by checking over your child's daily schoolwork.

**Provide a book-bag for your child to use daily.



CAFETERIA

School Breakfast and Lunch Programs

We have a breakfast program to benefit all of our students. Nationwide studies show students who eat breakfast are able to do better in school. The breakfast price is \$1.20. Students approved for reduced meals will receive breakfast at the approved rate of \$.30.

There will be **NO** breakfast served on delayed (snow, ice, etc.) school days. For Grades 3-5, there is a Grab-N-Go Breakfast option. Student may choose items to take to their classroom or outside to eat. This allows students to have breakfast and not miss morning recess time.

Lunches for students will be \$2.40 per day. Reduced lunches are \$.40 per day. Adult lunches will be \$4.00, which includes a beverage. Children carrying lunches may purchase milk for \$.80 and/or 8 oz. bottled water for \$.65.

Please put breakfast/lunch money in an envelope marked with the child's name, date, amount, teacher's name and room number. This money will be deposited in the student's cafeteria account. Deposits may also be made using the online payment portal at <http://www.schoolcafe.com> located on our webpage. Please call the Food Service office at 814-623-4235 for more information.

ADULT LUNCHES AND VISITORS: Parents and guardians may occasionally visit for lunch with their child. Adult lunch may be purchased in the cafeteria. You must pre-register when having lunch with your child at <https://www.bedfordasd.org/o/bes/page/lunchtime-visitation-signup> on the website.

The lunch schedule is as follows: K – 11:00 am, 1st – 11:40 am; 2nd – 12:15 pm, 3rd – 11:15 am, 4th – 11:55 pm, 5th – 12:35 pm. Lunch times may be adjusted as needed due to school activities and early dismissals.

Due to security issues, no back packs or purses are allowed in the cafeteria. After having lunch with your child, we ask that you do not accompany them into the LGI or to the playground.

UPDATED INFORMATION

Please inform the school of any changes in name, address or telephone number.

CUSTODY PAPERS

If you possess custody papers for your child(ren), a current copy must be on file in the office to avoid confusion concerning parental custody.

PARKING

Individuals needing to park and enter the school should park their vehicle in the parking areas. **No vehicles are to be parked in the yellow fire lane during school hours.**

EMERGENCY PROCEDURES

In case of a fire or bomb threat emergency, your child will be evacuated in an orderly fashion from designated exits.

In weather related emergencies, the Bedford County Emergency Management System's procedures will be followed. Please do not call the school. The school phone lines must be open to contact emergency personnel. Listen to local radio and television stations for possible early dismissals. The District will do updated notifications to keep all people informed.

Cell Phones and Other Electronic Devices

Students are not permitted to use cell phones or any other personally owned electronic devices during school hours except with permission of the principal. If these items are used during school hours, they may be confiscated. Disciplinary action may be taken under the heading of "Unacceptable Behavior".

District Issued Student Tech Devices and Accessibility- Students are expected to use their district issued devices in accordance with all District rules, policies, and procedures, and in accordance with any applicable state and federal laws. Failure to do so may result in restricted access or loss of technology and device privileges. See Student Rights and Responsibilities 2023-2024 Handbook

Title IX District Policy- See Student Rights and Responsibilities 2023-2024 Handbook

The ESL (English as a Second Language) Program - See Student Rights and Responsibilities 2023-2024 Handbook

Family Educational Rights and Privacy Act - See Student Rights and Responsibilities 2023-2024 Handbook

Bullying Policy

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, school provided transportation, and/or school owned device such as ipad or computer, 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 order operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

Consequences For Violations:

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

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

Bedford Elementary School

Behavior Rules and Expectations

	Be Safe	Be Ready	Be Kind
Classroom	<ul style="list-style-type: none"> *Hands and feet to yourself *Never leave room without teacher knowing *Use materials correctly *4 legs of chair on floor/feet on the floor 	<ul style="list-style-type: none"> *Have materials and supplies ready *Follow directions (1st time they are given) *Eyes on speaker *Ears listening *Voices off 	<ul style="list-style-type: none"> *Support classmates' efforts *Use appropriate words, tone, and volume *Follow classroom rules *Treat school materials with care
Recess	<ul style="list-style-type: none"> *Use equipment appropriately *Stay in designated areas *Don't touch mulch, sticks, and rocks *Follow the rules *Stop-Look-Listen at 1 whistle 	<ul style="list-style-type: none"> *Line up at the bell (2 whistle reminder if needed), quiet at signal. *Gather equipment/games (clean-up) *Enter/exit the building quietly 	<ul style="list-style-type: none"> *Invite others to join *Include all who want to play *Take turns *Use appropriate language *Play fair *Follow game rules
Bus	<ul style="list-style-type: none"> *Stay seated, facing forward *Don't throw objects *Enter/exit appropriately *Wait safely at the bus stop *Watch for traffic 	<ul style="list-style-type: none"> *Know your bus stop *Hand driver your bus pass *Remember all of your belongings 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Listen to the bus driver's instructions *Use quiet calm voices *Be nice to others *Keep bus clean

Hallway	<ul style="list-style-type: none"> *Stay to the right *Walk in a straight line *Eyes forward *Go directly to and from your destination *One step at a time on stairs *No more than one hand on the rail 	<ul style="list-style-type: none"> *Hats off *Voices off/No conversations *Pay attention 	<ul style="list-style-type: none"> *Hands and feet to yourself and off the walls *Be respectful of other classrooms' learning *Yield to others *Keep hallway clean
Bathroom	<ul style="list-style-type: none"> *No playing *Report any problems to your teacher *Wash and dry hands *Walk *Use the closest bathroom 	<ul style="list-style-type: none"> *Return to your classroom or line promptly *Wait your turn *No materials taken to the bathroom (lunches, pencils, pens, phones, etc.) 	<ul style="list-style-type: none"> *Hands and feet to yourself and off the walls *Clean up after yourself *Use a 10 inch voice *Allow others to have privacy *Do not misuse the bathroom
Cafeteria & LGI	<ul style="list-style-type: none"> *Hands and feet to yourself *Walk with two hands on tray *Stay seated, facing table *Sit 2 by 2 under your class sign in LGI 	<ul style="list-style-type: none"> *Get all your lunch items while in line *Lunch card ready and know # *Pay and go (no waiting) *Go directly to your table, no passing *Start eating immediately *Walk directly and quietly to the LGI *Wait quietly in LGI 	<ul style="list-style-type: none"> *Use 10 in voice *Use your polite words (please, thank you, excuse me) *Keep table and floor clean *No eating or drinking in the LGI, lunch boxes stay closed

Arrival & Dismissal	<ul style="list-style-type: none"> *Go directly to assigned bus/classroom/ breakfast *Do not return into building without adult permission *Walk on sidewalk, staying to right of the yellow line 	<ul style="list-style-type: none"> *Have all materials and lunch boxes packed and ready *Electronics in bookbags until seated on the bus *Know your bus number and location *Be on time for arrival and dismissal 	<ul style="list-style-type: none"> *Voices quiet *Help others, if needed *Yield to others *Hands and feet to yourself
Computer Labs & Technology Use	<ul style="list-style-type: none"> *Adult supervision or permission is required *Use manners with others *Only approved websites *No food or drink 	<ul style="list-style-type: none"> *Clean up at the signal *Follow directions and stay on task *Bring necessary materials 	<ul style="list-style-type: none"> *Leave area and screen as you found it *Use 10 in voice *Treat all equipment with respect *Hands and feet to yourself
Fire Drills	<ul style="list-style-type: none"> *Stay calm *Walk in a straight line *Voices off *Last person turn off lights and shut the door *Face away from the building 	<ul style="list-style-type: none"> *Know the exit plan *Stop and line up quickly *Find the nearest teacher when alone 	<ul style="list-style-type: none"> *Listen and follow teacher directions *Hands and feet to yourself
Assemblies	<ul style="list-style-type: none"> *Stay seated *use the enter/exit procedures 	<ul style="list-style-type: none"> *Eyes on speaker *Hands and feet still *Ears listening *Voices off 	<ul style="list-style-type: none"> *Clap appropriately *Wait patiently *Ask appropriate questions *Hands and feet to yourself

DISCIPLINE POLICY - GUIDELINES **FOR ELEMENTARY STUDENT BEHAVIOR**

Personal responsibility, honesty, self-control, appropriate behavior and an independent, cooperative nature are desirable goals of a student's behavior program.

A student, who grows and progresses through graduated and sequential levels of self-control, assumes greater degrees of personal responsibility. A student must consistently accept the consequences of his/her actions. A student who continually demonstrates honesty and respect toward others and the school will have a positive school experience.

The home and the school share the effort, work and responsibility for the above goals. When administrators, parents, and teachers work together (by communicating, mutual trust and respect, realistic expectations, patience and willingness to listen to others, etc.) not only does the student benefit, but also teachers, school, parent/guardian and community gain.

SCHOOL'S DISCIPLINE PROGRAM

The primary responsibility for maintaining good discipline with the school rests with the classroom teacher. Direct supervision, planned instruction and activities, solid management programs, communication and cooperation with fellow teachers, parent/guardian, and administration all work to instill a healthy atmosphere where instruction and social growth can be fostered.

In order to help those students, who display unaccepted behavior(s) and to treat fairly the majority of students who have progressed and developed consistent with their age, the following regulations and rules are established. Additionally, the IEP team must consider a student's disability relative to the behavior in question.

POSTIVE BEHAVIOR RULES

BE SAFE

BE READY

BE KIND

Offense	Person Involved	Corrective Action Options
1	Teacher and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair
2	Teacher, parent, and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair, parent contacted/possible meeting, non-corporal punishment
3	Teacher, parent, counselor, and student	Verbal reprimand, counseling by teacher, review of rules, and/or behavior expectations, restitution, apology, repair, parent meeting, non-corporal punishment, behavior action plan

Serious Offenses

1. Destruction of property
 2. Physically hurting others
 3. Stealing
 4. Swearing/obscene gestures
 5. Disrespect/defiant behavior (challenges adult authority, disrupts the educational process)
 6. Other offenses as deemed serious by the school administration

Offense	Persons Involved	Corrective Action Options
1	Principal/Assistant Principal, Student, Parent notification	Counseling by Principal/Assistant Principal, parents notified, non-corporal punishment, behavior plan, repair, restitution, loss of field trip privileges (replaced with in-school activity) or suspension
2	Principal/Assistant Principal, Student, Parents	Counseling by Principal/Assistant Principal, parents notified, non-corporal punishment, behavior plan, repair, restitution, loss of field trip privileges (replaced with in-school activity), suspension, referral for psychological services, other School Board options

Failure to change the student's behavior after the preceding corrective actions for serious offenses may result in an informal hearing with the Principal/Assistant Principal, student and parent/guardian.

Violation of the Crime Code of PA

Incidents that jeopardize the health, safety or welfare of students/staff/school are offenses that may result in immediate school suspension of up to 10 days and an informal hearing with the Assistant Principal and/or Principal and/or a formal hearing with the School Board. In addition to the school disciplinary action, a criminal complaint may be filed with the magistrate

1. Institutional vandalism (payment for damages will be sought)
2. Use or possession of drugs/alcohol/tobacco or look-a-likes
3. Use or possession of fire arms/weapons or any device that may be used as an instrument to injure. Act 26 of 1995 applies (see Student Rights and Responsibilities Handbook)
4. Aggressive and/or disrespectful behavior.

DEFINITIONS

*An **offense** is an infraction of any rule, or a behavior that a teacher would consider inappropriate/malicious/chronic/or serious in nature or fact.

***Behavior Plan** – an individualized effort established between a teacher, student and parent/guardian (can also include Principal/Assistant Principal/Head Teacher or Counselor) to correct and/or change the behavior of a student or small group of students.

***Non-corporal punishment** can include, but not be limited to temporary loss of recess/assembly privileges/honorary duties/field trips, suspension, etc.

SUPPORT SERVICES

The Bedford Elementary School provides a variety of services to help children be successful. Many of these services have guidelines for eligibility. The screening for these services will be initiated as needed throughout the year.

The following Support Services are available.

Speech/Language
Reading Support
Hearing/Vision Impairment
Physical/Occupational Therapy
Instructional Support
Guidance

Psychological Evaluation
Learning Support
Emotional Support
Gifted Support
Life Skills Support

LIBRARY BOOK POLICY/SCHOOL BOOK POLICY

Students are responsible for their library books. Books not returned at the end of the year must be paid for before a student's report card will be released.

CONFERENCES – PARENT/TEACHER

The elementary parent/teacher conference provides parents with an opportunity to meet their child(ren)'s teacher and discuss each child's growth and development.

FIELD TRIPS

During the school year, each grade undertakes a major field trip to enhance the school curriculum. These trips are a privilege and are funded through the school's yearly fundraiser. More information will be available to parents closer to the time of each grade level's designated field trip.

Field Trips and Extra Curricular Activities – See Student Rights and Responsibilities 2023-2024 Handbook

Movies

At certain times throughout the year, students will be watching movies, either to supplement the curriculum, or as a reward for positive behavior. Many of these movies are rated PG for parental guidance. Teachers will let you know the PG movie they will be showing; this will give you the option to not have your child view the movie. We assure you that students will watch only age-appropriate material that has been screened and approved by teachers or administration.

AWARDS/PARTIES/FUND-RAISERS/ COMMUNITY SERVICE PROJECT/PARENT VOLUNTEERS

Awards -



Grade

- K – 5 Pins for final A/ADV averages in all major subjects
- Certificates for final A/ADV average in a major subject
- Most Improved Student Award - Bedford Alumni Assoc.
- Perfect Attendance Certificate-perfect attendance every day, no appointments
- K – 5 BE Grit Awards
- 5 BE Citizenship Awards
- 5 Presidential Academic Awards
- 5 Art Award – Superintendent
- 5 Best In Action Awards
- 5 WBE Studio Certificates

Parties – Homemade snacks are NOT permitted due to multiple food allergies. School wide parties/activities will be held for Character Day, Christmas, Valentine's Day and Easter. Treats will be provided by the school. (Please do not send any additional treats for these parties.)

Birthday parties may be celebrated with store purchased treats provided by parents. Homemade snacks are NOT permitted due to multiple food allergies.

Fund-Raisers –An annual fund-raiser will be held to support elementary enrichment activities.

Parent Volunteers – Volunteers are an essential and welcome part of our school community. District requirements are according to policy.

Parent visits to observe their child in the classroom –Policy 904

Student I.D. Cards – Students will receive one free I.D. card at the beginning of the school year.

Bedford Elementary School Title I Parent Involvement Policy

Bedford Elementary is committed to promoting and fostering family participation in our Title I program. Bedford Elementary has school-wide Title I services. We will encourage parent participation in the development of our parent involvement plan, and in continuing to improve our family involvement activities in accordance with Section 1116 of the Every Student Succeeds Act (ESSA).

Goals

1. Schedule parent/family meetings and activities
 2. Survey parents annually
 3. Conduct parent conferences
- School newsletter, school website and flyers will inform parents of parent and family opportunities to participate in activities.
 - Disseminate parent information on Involvement Policy and review contents annually for parent input.
 - Money will be reserved for family involvement activities.
 - Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form that they can understand.
 - Provide parent materials and trainings to support involvement in their child's academic achievement.
 - Enhance awareness and continue to develop the skills of teachers, support personnel, administration in communicating and working with parents as equal partners.
 - Offer a flexible meeting times to conference with regular classroom teachers, Title I staff to monitor their child's progress.
 - Disseminate School/Parent Compacts
 - Provide real time access to their child's academic grades through Schoology.
 - Encourage parent participation in school through volunteering/visitations/lunch time with their child.
 - Encourage family participation by offering scheduled activities at a variety of times.
 - Provide resources to parents on child development, academic strategies designed to support parents as partners in their child's education.
 - Survey parents to assess areas of strength and challenges of parent involvement.
 - Allot flexible schedule for parent-teacher conferences.
 - Provide parent-training workshops.
 - Share information and access with parents to Schoology so families can track their child's grades.
 - Share the school website information, Schoology and ClassDojo sign ins for their child's classroom so they can access information on their child's activities, standards, school events.
 - School newsletter will be sent home monthly with each child and posted on the website to inform parents/families of school happenings and reading tips to help their child.

Educational Compact

Title I School Wide Program

Bedford Elementary

An **Educational Compact** is a voluntary agreement between the home and school. The agreement lists goals, expectations and shared responsibilities of schools and parents as equal partners for your child's learning.

School

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

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

Parent

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

- Volunteering in the school with various volunteering opportunities
- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis

- Attend school functions and conference
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

Student

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

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