

The Bradley Center School



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The Bradley Center School Student Handbook

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Mission Statement

The Bradley Center School is dedicated to meeting the needs of “at risk” youth. The School provides an educational environment that nurtures positive behaviors, increases appropriate interpersonal skills, and promotes the use of effective instructional strategies, which will improve all students’ learning.

School Hours

- Academic School Day is typically from 8:00 AM-2:30 PM.
- On Early Dismissal Days the academic day is from 8:00 AM- 11:30 PM.
- Students may be dropped off as early as 7:45 AM.
- Students must be picked up by 2:45 PM.

If a student needs picked up early, the parent/guardian should send in a note with the student that morning identifying who will be picking the student up. If the person picking the student up is not the parent/guardian, Bradley staff will call the parent/guardian for confirmation. The person picking the student up should check into the Bradley School and will be required to show identification before the student is released. Students will not be permitted to meet the parent/guardian outside.

Transportation

All transportation is arranged through the students’ home school district. Students are expected to follow all rules and procedures the district outlines. Issues regarding transportation should be directed to the students’ home district. Bradley school staff can assist with communication if needed.

Closings/Delays

The Bradley School never delays or closes. However, students’ transportation will follow the home district’s schedule. For example, if a home school district is on a two hour delay, then the students’ bus will come two hours later. If a home district is closed, the student’s bus will not come. Any time and/or days missed due to the home district’s closures and delays will be excused, and the time will not count against the student. Because the school is still open, parents are welcome to bring their student to school at any point in time.

Attendance

Regular attendance at school by each student is a specific requirement of the school laws of Pennsylvania because the school can only be effective in educating a student if the student is in school; every effort should be made to attend. Students’ attendance records will be shared with their home district each month. Students will be held accountable to their home district’s attendance policies. Please see the complete attendance policy on the last page of this handbook.

Completion of Work

It is an expectation students complete their school work in a timely manner. It is not acceptable for a student to think they can make up all missed work during a quarter the last week of the grading period and pass. Unless a student’s IEP states differently, students may turn in make-up work in accordance with the attendance policy, which is the last page of this handbook.

Homework

Homework has been identified as a vital factor in increasing student achievement in most national and state reports on education. Parents/guardians are urged to help assure that all out-of-class work is completed.

On average, students should expect to have one to two hours of homework a night. At least 10% of the students’ grade will be from homework assignments. Questions concerning homework load should be directed to Bradley School staff.

Graduation Requirements/Projects

Upon graduation, students will receive a diploma from their home district. Students must meet the requirements outlined by their home district. Bradley school staff will assist students with completing requirements by scheduling needed classes and providing time and resources to help complete graduation project requirements. However, meeting district requirements is always the students' responsibility. The Bradley School does not issue diplomas.

Work Permits

Students should contact their home school district to obtain a work permit if one is needed. The Bradley School staff will make arrangements to assist the student in learning their home district's procedure either by accessing the districts' webpage and/or calling the school.

Field Trips/Community Outings

Students will be offered the opportunity to attend various field trips and community outings. Parents/Guardians must grant permission for their child to attend all field trips. A waiver will be signed as part of the admission packet for community outings. Bradley staff will notify parents/guardians at least three days before all outings.

Discipline

All students, while on The Bradley Center Day School Education Program property are expected to act in a responsible manner with respect to themselves and all others they may encounter during the school day. Bradley staff prescribe to a proactive philosophy and attempt to structure the environment in such a way students' behavior will interfere minimally with the academic process. However, when needed, the following consequences will be initiated.

Definitions of Consequences:

A. Verbal Reprimand:

Verbal reprimands shall be used by school staff as constructive interventions to negative behaviors.

B. Notification (Calling) Parents/Guardians:

School officials/school staff shall call parents/guardians to report inappropriate student conduct, and/or to request a conference with the parent/guardian.

C. Loss of Privileges:

Students shall lose privileges as a consequence to negative behaviors. Privileges may relate to special activities or restrictions from participating in electives. Students may also lose the privilege of transitioning throughout the building. For example, students may not be permitted to eat lunch in the cafeteria and may be required to stay in the classroom for lunch with lunch being brought to them.

D. Administrative Intervention:

Students shall be required to participate in disciplinary conferences with the Director of Education when their behaviors are excessive in any way. Conferences shall include developing behavior management plans, contracts for goal setting, or other interventions appropriate for the behaviors exhibited.

E. Suspension:

A suspension relates to the exclusion from school and all school related activities for a period of 1 to 10 days. When a suspension is assigned, the student shall be given an opportunity to respond to the reasons for the suspension. Parents/guardians shall be notified and a conference may be requested. Parents/guardians shall be informed both verbally and in writing of the suspension.

Should a student accumulate multiple suspensions, the Director of Education will convene a formal conference and/or IEP Team Meeting to address the needs of the student and review the proper strategies, or programs.

F. Disorderly Conduct Citations:

Disorderly conduct citations are implemented by a police officer at the request of a school official. This is completed under Title 18 of the Pennsylvania Crimes Code and relates to behaviors that are associated with the code's definition of a "Summary Offense".

Police Notification

Certain unacceptable behaviors, such as fighting, theft, destruction of property, disorderly conduct, weapons, drugs, etc. may result in police involvement. If the situation warrants, the police will be called by school staff, and a report of the incident filed. A fine by the magistrate could result from the reported incident.

Dress Code

Bradley School staff believe student dress is essentially the responsibility of the home and prefer to leave the matter of attire to the judgment of the parent/guardian. However, clothes do make a difference in attitude and behavior and may even reflect academic achievement. Any type of dress which endangers health and/or safety and is distracting to the educational environment will not be permitted. This would include, but not limited to the following:

- Bare midriffs, see-through garments, halter tops, low cut blouses and or pants, tank tops, and cut offs
- Obscene and profane language, anti-social statements, drug references, and provocative pictures on clothing, jewelry, or fingernails are prohibited
- Undergarments showing
- Shoes that are heels, wedges, or open toed, including flip flops with socks.
- Bandanas, large chains, spiked belts/other items

Students who are in violation of the dress code will be provided a change of clothing and/or long tee shirts or sweatshirts to put over their clothing. Students will also be asked to remove inappropriate accessories. If students refuse, they will not be permitted to enter the school program. Time spent outside the classroom due to dress code violations is unexcused.

Students who do not have proper shoes for physical education will not be permitted to participate in physical education class and will fail that particular day's class.

If a student is in violation of the dress code and Bradley is unable to help a student become compliant with the dress code (example- proper shoes), the student will participate in their academic classes, but they will not earn any privileges throughout the day (ex. Token economy, lunch in the cafeteria, incentive, etc.)

Freedom of Expression

Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

Leaving the Building

Leaving school grounds without proper authorization is strictly prohibited. If a student attempts to leave school, staff will intervene by encouraging the student to stay and will problem solve with the student. If a student walks off The Bradley School property, the student's parent will be called. In some circumstances, the Robinson Police may be contacted as well. Truancy charges may be pressed.

Electronics

Students are not permitted to bring cell phone nor any electronic devices to school. We recognize students may have these for the bus ride, but students must check all cell phones and electronic devices in during the morning check in. If a teacher finds it appropriate for a student to have their music player throughout the day, they will hand it to the student at that time. At no time, though, will a student be permitted to have an electronic device that has recording capabilities for confidentiality/privacy reasons.

Procedure: Cell Phones and Electronic Devices (ex: Ipods/MP3/CD Players) - Cell phones and electronic devices are not permitted in the school program. Students who bring in cell phones must turn them into the staff during the morning check in procedure before they enter the building. The cell phones will be placed in a secure location. They will be returned at the end of the school day. If a student refuses to relinquish his/her cell phone the student will not be permitted to enter the school program. The student will be considered absent and the parent will be contacted. The absence will be unexcused.

Safety Searchers

It is the policy of The Bradley Center to maintain a safe environment for students through the use of safety searches and restricting certain items as contraband. In addition, it is also the responsibility of The Bradley Center to protect the right of the student from unreasonable search and seizure. The Bradley Center may conduct search and seizure only according to the procedures below.

Level 1: This level involves the general safety of the students. Specifically, a search is conducted when a student returns from the community unaccompanied by staff and when a student enters the building.

The following, though not exhaustive, is a list of items that are considered contraband:

- Drugs, alcohol, cigarettes, and paraphernalia
- Weapons (guns, knives, clubs, etc.)
- Sharp objects (glass, scissors, nails, etc.)
- Aerosol cans
- Matches, lighters
- Toxic substances (model glue, acetone)
- Posters or documents of inappropriate matter (i.e. drugs, pornography, etc.)

Procedure:

1. Whenever a student returns from the community unaccompanied by staff, a staff shall conduct a search of the student and his/her belongings. The search shall consist of the student emptying the pockets of all clothing in front of staff. A student may request a staff of their same gender complete the safety search.
2. Students will empty their pockets and turn their pockets inside out for staff to see. Staff will use a metal detector as part of the search.
3. When a student returns with any belongings (i.e. bags, boxes, suitcase, containers, knapsacks, etc.), the student shall sort through all items in the presence of staff.
4. Students can request to be searched in a private room if they prefer.

5. Any items considered dangerous or contraband shall be taken and locked in a designated space. The Director of Education shall be notified.

We strongly encourage our students to refrain from bringing in book bags, purses, and other bags to school. We recognize, though, sometimes students need to bring in items for various reasons. If a student does bring in a bag, it will be locked in a cabinet as they enter the school in the morning. Students will not be permitted to carry bags, purses, etc., and the students' belongings will be returned to the student at the end of the school day.

Fire Drills

Fire drills are required by law in Pennsylvania. The fire hazard is too serious to take lightly, and when the fire alarm sounds, all students and teachers must leave the building without delay and as quickly and quietly as possible. Fire drill exits are posted in each classroom, and all students should acquaint themselves with the escape routes. Students must remain with their teacher during any emergency drill.

Meals & Wellness Policy

All students are offered breakfast and lunch daily at no cost to the student. Some accommodations can be made for food allergies and dietary needs; please submit all requests in writing.

Students should refrain from bringing food and drinks into the classroom. If students want to bring food, they can store it in the designated area in their classroom and then can have access to the food during breakfast and lunch times. Students are not permitted to bring any drinks which have been opened into the school program. Students will not have access to any vending machines during regular school hours.

Social Work Services

The Bradley School does offer school based therapy. Students participate in group therapy once a week with a master's level therapist to refine interpersonal and problem solving skills. A master's level school therapist is also available to meet with students for individual counseling needs.

Parent Conferences

Parents/guardians may request a conference with their child's teachers, school based therapist, Assistant Director of Education, or Director of Education. The conference can be arranged by calling the individual with whom the conference is requested.

Student Driving

Students are not permitted to drive and/or park their cars at Bradley without a parent/guardian in the car with them. If there are extreme circumstances, the student and parent/guardian should talk with the Director of Education to discuss being given permission ahead of time.

Technology

The Bradley School provides students with access to various forms of technology for educational purposes. Current technology includes, but is not limited to, computers, A/V equipment, calculators, TV/video equipment, the Internet, and educational software. Students are expected to use the Internet for appropriate use only and to not engage in any technology abuse behaviors.

1. Internet Use: Internet use is for curricular based purposes only. Students may not enter chat rooms or use e-mail.
2. Technology Abuse:
 - a. misuse or damage of facilities, equipment, software, or any supplies;

- b. entry or transfer of files to read, change, copy, or destroy without permission;
- c. theft of any equipment, time, service, software, or supplies;
- d. breaking into or attempting to break into a file by going through or past security procedures;
- e. sharing or distributing of unauthorized software or information;
- f. violating copyright or licensing agreements;
- g. use of school equipment for purposes not related to curricular based activities; and
- h. violating any federal, state, or local criminal/civil statutes or ordinances. Students in violation of these policies will be subject to appropriate disciplinary sanctions that could also result in criminal or civil penalties for breaking the law.

Calculators

Students will need a scientific calculator for math class. Students have the option to buy a scientific calculator that has a fraction button, or The Bradley School will provide a calculator. Students who choose to use the Bradley issued calculator are responsible for the calculator and will need to replace the calculator if it is lost or damaged. The calculator costs \$12.00.

Tobacco Product Regulations

No student is permitted to have tobacco, lighters, matches, etc. at the Bradley School no matter the student's age. Any contraband found during morning check ins will be collected by staff and turned into the Director of Education. Parents may come retrieve materials within three school days. After three days, the materials will be discarded. At no time will tobacco, lighters, matches, etc. be returned to the student.

In Accordance with Act 145 of the Pennsylvania Crimes Code, no student (between the ages of 6 and 21) may possess tobacco products on public school property, including when riding a school bus and/or attending a school- related function (e.g. sporting event, field trip, extra-curricular activity, etc.). Students will be disciplined in accordance to their home district policies for infractions which occur on school busses and school related functions hosted by their home district.

Passive Physical Restraints

In instances of unsafe behavior and/or aggression, Bradley School staff's main objective is to utilize lesser measures and to avoid passive physical restraints. A passive physical restraint is defined as the staff physically intervening with a student by utilizing Therapeutic Crisis Intervention (TCI) techniques. Passive physical restraint is a physical hands-on technique that restricts the movement or function of a student or portion of a student's body. However, at times, a passive physical restraint may be necessary to keep students and staff safe.

- Passive physical restraint is an appropriate emergency safety intervention when less restrictive forms of behavior management techniques have failed to prevent the risk of imminent danger of bodily harm to the student or others.
- Passive physical restraint is used only when less restrictive methods have proven to be ineffective in each individual situation.
- Passive physical restraint is not used to control the environment or to prevent disruption of the educational environment.
- Passive physical restraint is not used to compensate for inadequate numbers of staff.
- Passive physical restraint is not used for punitive purposes, discipline, retaliation, or coercion.

Please see Bradley's Policy ED 640 for further procedures regarding passive physical restraints.

The Bradley School's Student Handbook can be found on Bradley's website at www.thebradleycenter.org

Attendance Policy and Procedure

Policy:

According to the state compulsory attendance laws, absences from school may be excused for illness, quarantine, death in the immediate family, and/or impassible roads. Other excused absences relate to absence due to recognized holiday/services, health-related appointments, court appearances, school sanctioned absences, and pre-approved absences at the discretion of the Director of Education.

Procedure:

1. The policies and procedures of the student's home district regarding attendance and truancy supersede Bradley's attendance policies and procedures. The home school district is responsible to file truancy charges if necessary. Bradley will provide an attendance record to the student's home district monthly at a minimum.
2. For all absences, the parent/legal guardian shall provide a written excuse within three (3) days of absence explaining the reason for the absence. The student shall submit the excuse to his/her teacher upon entering the classroom. Any excuse not turned in within 3 days of the absence will be considered unexcused.
3. If a student is absent for more than three consecutive absences, the excusal note must be signed by a doctor. If a doctor does not sign the excuse, the absence will be counted as unexcused.
4. If a student is absent due to the home school district not providing transportation due to weather or a scheduling issue, the student's absence will be excused. A parent/legal guardian or doctor does not need to write a note for this absence.
5. Parents/legal guardians may write an excusal note for up to ten absences each school year. At the eleventh absence, the student's excusal note must come from a doctor. If the note is not signed by a doctor, the absence will be excused.
6. The teacher and teacher assistant shall be responsible for keeping accurate records of absences and submitting monthly attendance reports to billing. All absences will be marked as unexcused until evidence is provided an absence is excused.
7. All attendance records will become part of the student's permanent school record. All attendance records will be stored on a shared network file. Upon a student's discharge or the end of the school year, the attendance record will be filed and placed in the student's file.

8. When a student has been absent several days consecutively, the teacher or teacher assistant will contact the guardian/legal guardian on days 3, 5, 7, and 9. The Director of Education shall also be notified at these intervals and will have ongoing discussions with the student's home district regarding attendance issues.
9. After a student has been absent ten consecutive days, the student's home school district has the right to withdrawal a student. Bradley will not make this decision. However, Bradley staff should notify families of this possibility when a student has missed 7 and 9 consecutive days if not sooner.
10. Students who have an unexcused absence will lose all participation points assigned on the day of their absence. Students will be permitted to make up class work, homework, and tests/quizzes following the guidelines outlined below for make-up work.
11. Students who have excused absences will be excused from all participation points assigned on the day of their absence. Students will be permitted to make up class work, homework, and tests/quizzes following the guidelines outlined below for make-up work.
12. When absent, students may make-up missed class work, homework, and tests/quizzes using the guidelines below.
 - a. The student will be provided a list of assignments and all resources accompanying the assignments in a folder upon their return to school.
 - b. A student will have the opportunity to receive full credit for all assignments if they are completed and turned into the teacher within five school days of the student's return to school following their absence(s).
 - c. A student will have the opportunity to receive half credit for all assignments if they are completed by, whichever comes first, on or before the mid-term or end of the quarter. For example, if the student is absent during the first, second, third, and/or fourth weeks of the quarter, the work must be completed by week 5. If a student is absent during the fifth, sixth, seventh, and/or eighth weeks, the work must be completed by the end of the quarter to receive any credit.
 - d. Students will be given worksheets and resources for their assignments only once. Each teacher will maintain a box of extra worksheets. If a student finds the needed worksheet in the box if they have misplaced theirs, they may retrieve it from the box. However, additional copies will not be made for students who have lost their work.