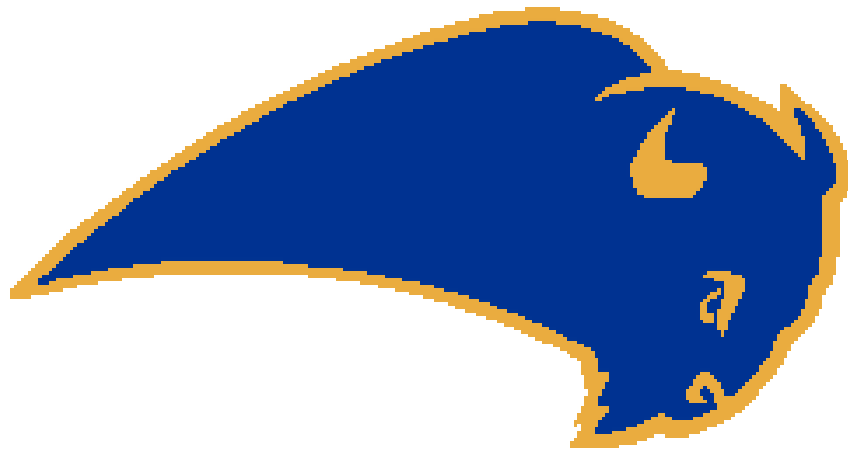


# **Bradley School**

## **Student Handbook**



5180 Campbells Run Road  
Pittsburgh, PA 15205  
Phone: 412-788-8219

[www.thebradleycenter.org](http://www.thebradleycenter.org)

### Table of Contents

Topic	Page Number
Attendance	3, 10
Bullying	11-12
Calculators	8
Closings/Delays	3
Completion of Work	3
Contraband	7
Discipline	4
Dress Code	6
Electronics (student owned)	6
Field Trips	4
Fire Drills	5
Freedom of Expression	5
Graduation Requirements	4
Homework	4
Leaving the Building	5
Meals & Wellness Policy	8
Mission Statement	3
Parent Conferences	8
Passive Physical Restraints	9
Safety Searches	6
School Hours	3
School Resource Officer	5
Social Work Services	8
Student Driving	8
Technology	8
Tobacco Regulations	9
Transportation	3
Work Permits	4

### **Mission Statement**

Bradley School is dedicated to meeting the needs of students impacted by trauma or students who require additional support. Here at the Bradley School we provide an educational environment that nurtures positive behavior, teaches appropriate interpersonal skills through varied and unique opportunities, and promotes the use of healthy coping strategies. We believe our environment, along with the expertise of our staff, will help each student reach his or her maximum potential.

### **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 to the school receptionist 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**

In the event of severely inclement weather or other environmental event necessitating the need to delay the start of The Bradley School day, The Bradley School will give notice as early as possible on KDKA, WPXI, and WTAE news outlets and will post on The Bradley School Facebook page. Reports will be made in the morning and will be between 6 a.m. and 8 a.m. If The Bradley School is not reported as delayed, students will follow their home school district's schedule. Please refer to the home district's delay policy for announcements. If no report is heard from either or, it can be assumed that The Bradley School will be in session. The following websites may assist in the announcement of the above-mentioned news outlets: [www.wpxi.com](http://www.wpxi.com), [www.wtae.com](http://www.wtae.com), and <https://www.cbsnews.com/pittsburgh/school-closings>.

Commuter students' transportation will follow the home district's schedule when there is a weather related delay or closure. For example, if a home school district is on a two hour delay, then the bus will arrive two hours later. If a home district is closed, transportation will be canceled.

### **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 homework assigned regularly. 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. Bradley School does not issue diplomas.

### **Work Permits**

Students should contact their home school district to obtain a work permit if one is needed. 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 School 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:

- **Verbal Reprimand:** Verbal reprimands shall be used by school staff as constructive interventions to negative behaviors.
- **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.
- **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.

- **Administrative Intervention:** Students shall be required to participate in disciplinary conferences with the Dean of Students 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.
- **SRR (School Restorative Room):** In alignment with the overarching goal to create a disciplinary system rooted in restorative justice, students assigned to SRR will participate in three restorative practices activities as well as finish missed or expected classwork. These periods will be led by the scheduled Dean of Students. Students will engage in a series of activities with three separate but linked goals: 1) the student will acknowledge the antecedent and consequence from which the offense occurred; 2) the student will propose an alternate response when the antecedent presents itself again; and 3) the student will write a reflection about their understanding of the consequence (i.e. the reinforcing element) either in paragraph, in a graphic organizer, or through self-recording. All of these goals are rooted in the intent to encourage self-analysis and to repair the harm caused by the offense.
- **Community Service:** Community service relates to the voluntary commitment to assist in repair or cleaning up an area in the school program as restitution for property destruction.
- **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.
- **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".

### **School Resource Officer**

Certain unacceptable behaviors, such as fighting, theft, destruction of property, disorderly conduct, weapons, drugs, etc. may result in involvement from the school resource officer. A report of the incident will be filed if warranted.

### **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.

### **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.

### **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)- 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.

### **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 or wedges
- Bandanas, large chains, spiked belts/other items
- **Hoodie sweatshirts/hooded shirts**
- **Outerwear, such as jackets and coats will not be allowed inside the school program and will be turned in upon entrance to the building.**

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.)

### **Safety Searches**

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.

## Contraband

### Items not permitted in the school program:

Sharpies, fidget spinners, pencil sharpeners, staples, paper clips, binder clips, spiral notebooks, headphones, chain wallets, pillows/blankets, water bottles, 3 ring binders, durags, handkerchiefs, bandanas, bobby pins/metal and plastic hair clips, para cord bracelets, electronics (iPods, mp3 players, tablets, handheld gaming systems), body sprays, lotions, bookbags, pencil pouches, bags, books, magazines, folders fastened with staples, cough drops, medications, hand sanitizers

### Items considered as contraband and resulting in disciplinary action:

- 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, and rubber cement)
- Posters, documents, items or clothing 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 Principal 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.

**Backpacks and/or any other bags will NOT be permitted unless students attend Parkway or another CTC program during the school day. These will need preapproval by school administration. Should a student bring a backpack into school it will be sent home with the student and the parent/guardian will be notified for it to remain at home. Should it return on a second occasion it will remain at school until picked up by a parent/guardian.**

**If students are packing a lunch, glass and metal containers are prohibited. Students are not to bring in food items that need microwaved or heated.**

**Please refrain from sending cans of pop or energy drinks with your child as these will not be permitted.**

### **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 are not permitted to bring food and drinks into the school program. They must be turned in during check-ins. If students want to bring food, staff will store it and they will 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 school hours. If students are packing a lunch, glass and metal containers are prohibited. Food items that need microwaved or heated up will not be permitted. Items that require refrigeration are not permitted.

### **Social Work Services**

The Bradley School does offer school based interventions and supports. Students participate in group social skills once a week to refine interpersonal and problem solving skills. School Counselors are available on site to provide support as needed.

### **Parent Conferences**

Parents/guardians may request a conference with their child's teachers, school based therapist, school leadership, or principal. The conference can be arranged by calling the individual with whom the conference is requested. Scheduled conferences will be held in November and March.

### **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 principal 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, Ipads, 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. Students may utilize YouTube for educational purposes if instructed by a teacher.
3. I heart radio is the only approved school music site.
4. Social Media use on school technology is prohibited.
5. 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 principal. 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.

## Student 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. It is essential to a student's success that he/she attend school consistently and actively participate to the best of his/her ability.
2. According to state compulsory attendance and truancy laws, a child must be enrolled in and attend an approved school from age 6 until the child graduates or reaches 18 years.
3. A child is "truant" if the child has incurred three or more school days of unexcused absences during the current school year.
4. A child is "habitually truant" if the child has incurred six or more school days of unexcused absences during the current school year.
5. All absences from school require written documentation (note sent to school or email) from the parent/guardian to excuse the absence.
6. If written documentation is not received within three (3) days of the absence, the absence is marked unexcused.
7. Parents may only provide documentation to excuse ten (10) absences; additional absences beyond ten (10) require documentation from a medical professional or government official for the absence to be excused.
8. Students with unexcused absences shall not receive credit for participation missed during their absence, and must complete any missing assignments within 3 days of their return to school.
9. Any student out of school for a period of longer than 3 days shall be required to submit a doctor's excuse for his/her absence. If no excuse is presented, the absence shall be considered unexcused and unlawful and the home district may choose to issue a citation of truancy.
10. A meeting with the student, teacher, clinical team, home district, and parent/legal guardian will be held for any student who has reached four or more unexcused absences in one year. The focus of the meeting will be to strategize how to assist the student in improving their school attendance.
11. Attendance will be reported monthly to the student's home district. Students will be disciplined per their home district's attendance policy for excessive absences unless a student's IEP has other requirements.
12. Attendance records will become part of each student's educational file.

## **Bullying Policy and Procedure**

### **Policy:**

The Bradley School is committed to providing a safe and positive learning environment built on mutual respect, acceptance and encouragement and free from threat, harassment or bullying. The school recognizes that bullying of any form creates an atmosphere of fear and intimidation while not only impacting the academic environment and growth but also the vocational, social and emotional development of the students we serve. Students and staff should be free from all types of bullying stemming from peers and employees of our school and therefore all forms of bullying will be prohibited by staff and students.

Definition: SC 1303.1-A 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 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
4. Causing a negative change in the dynamic of the school culture or group

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority: SC 1303.1-A The school prohibits all forms of bullying by students or employees of the Bradley School. Any individual that engages in bullying/cyberbullying is in violation of this policy and shall be subject to appropriate discipline.

- The Bradley School encourages all students or staff who have been bullied to promptly report such incident to the building principal or school leadership.
- The school directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained and no reprisals or retaliations shall occur as a result of good faith reports of bullying.
- Delegation of Responsibility: Each student and staff shall be responsible to respect the rights of others and ensure an educational environment free from bullying/cyberbullying.
- Students and staff will receive information regarding this policy and will be expected to report to school leadership any suspected incidents of bullying/cyberbullying.
- Parents/Guardians will receive information regarding this policy, at least annually, and will be encouraged to report to school leadership any suspected incidents of bullying/cyberbullying involving their own child.
- Every staff of the Bradley School will be responsible for attempting to maintain an educational environment free of bullying/cyberbullying and ensure the rights of all students are being respected.
- The code of Student Conduct, which will contain this policy, will be disseminated annually to students and staff.

### **Procedures:**

A student who violates this policy will be subject to appropriate disciplinary action consistent with the code of student conduct.

Reprisal

Anyone who retaliates against another student and/or employee for reporting bullying/cyberbullying, assisting or testifying in the investigation will be subject to disciplinary action.

References: School Code- 24 P.S. Sec. 1303.1-A

When the rights of others are violated or when inappropriate behaviors are exhibited in violation of the school discipline code, consequences shall be implemented and documentation of all behaviors and interventions shall be listed on the student's behavior tracking form. These consequences are stated, but not limited to one or more of the following actions, and shall be the responsibility of the educational staff.

1. Verbal reprimands
2. Conferencing with students to establish a pattern for the correction of inappropriate behaviors
3. Contacting parents/legal guardians by phone and/or in writing
4. Meeting with parents/legal guardians to develop functional behavioral assessments and behavioral intervention plans to correct inappropriate behaviors
5. Removal of privileges (i.e., not participating in non-instructional events, incentive program, etc.);
6. Behavior reflection journal assignment
7. Phone call home requesting parent/guardian to pick up student
8. Time out away from classroom
9. Suspension from school as approved by the Director of Education or designee
10. Potential expulsion from the alternative school program as approved by the Director of Education or designee
11. Formal Legal charges filed as approved by the Director of Education or designee