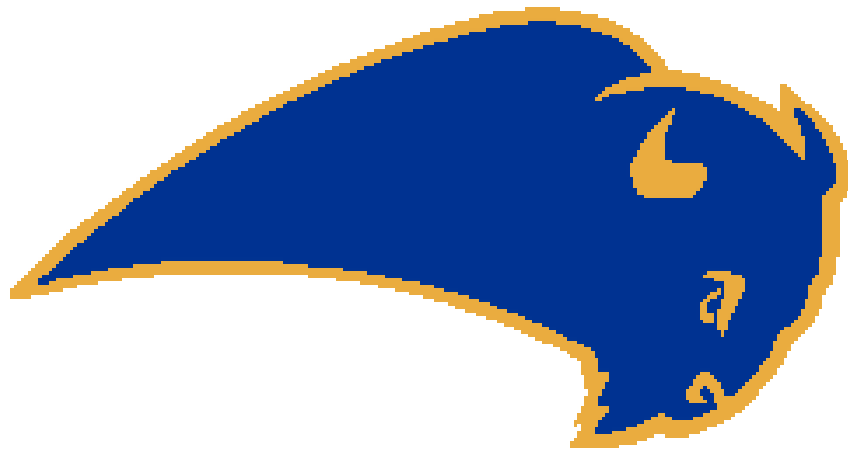


# **Bradley School**

## **Student Handbook**



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### **Mission Statement**

The 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 their 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 AM.
- 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. 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 of them, 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 expected that 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 grading quarter on 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 will be given out on an as-needed basis. Parents/guardians are urged to help ensure that all out-of-class work is completed. Students may bring home classwork to finish at home if it is unable to be completed during the school day.

### **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. Bradley School staff will arrange to help the student learn their home district's procedure by accessing the district's 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 registration 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 responsibly 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 that 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 of 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 behavior is 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 practice activities as well as finish missed or expected classwork. These periods will be scheduled by the Students Services Team. 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 form, in a graphic organizer, or through self-recording. All these goals are rooted in the intent to encourage self-analysis and repair the harm caused by the offense.
- **Community Service:** Community service relates to the voluntary commitment to assist in repairing 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 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 help to solve the problem with the student. If a student walks off The Bradley School property, the student's parent/guardian 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 phones or 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 process prior to safety searches. At no time will a student be permitted to have an electronic device that has recording capabilities for confidentiality/privacy reasons. The cell phones will be placed in a student's labeled bag and placed in a locked/secured location. Devices will be returned at the end of the school day. If a student refuses to relinquish his/her cell phone, they will not be allowed 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 the home's responsibility and prefer to leave the matter of attire to the parent/guardian's judgment. 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 includes, but is 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 offered and provided with 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, etc.)

### **Miscellaneous Items**

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 the school administration. Should a student bring a backpack into school, it will be sent home with the student, and the parent/guardian will be reminded to keep the bag at home. Should it return to school on a second occasion, the bag will remain at school until picked up by a parent/guardian. Wallets and purses will be stored with electronics.

If students are packing 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.

### **Safety Searches**

The Bradley School maintains a safe environment for students through safety searches and restricting certain items as contraband. In addition, it is also the responsibility of The Bradley School to protect the rights of the students from unreasonable search and seizure. The Bradley School may conduct search and seizure only according to the procedures below. Safety Searches involve the general safety of the students. Specifically, a search is conducted when a student returns from the community unaccompanied by staff (i.e., therapeutic leave, home visit, school, etc.) and each morning during arrival to school.

#### **Procedure:**

1. Students will enter the school through the reception area. Any student that comes to school with a bookbag will leave it outside so that it can be searched after all the students have arrived at school.
2. Students will hand over any clothing with a hood, which will then be hung on the student's own labeled hanger.
3. Students will then hand over all electronic devices that will be placed in their own zipper bag and placed in a crate that will be locked away.
4. Students will empty the contents of their pockets and place their shoes and light-weight jackets they wish to bring in the plastic bins that will be searched by staff.
5. Students will then be asked to walk over to the metal detector stands, pull out their pockets, pull up their pant legs, and spin slowly on the stand to ensure that they do not have contraband on them.
6. If the metal detector turns a red color, then staff will utilize the metallic wand to complete the search. Any students that have a metal undergarment will be pulled aside and pull the garment forward. Students wearing shorts under their pants are asked to pull the pockets of their shorts out to reveal if there is anything in their pockets. Students can request this search in an adjacent room if needed, while also asking for a same-sex staff to conduct the search.
7. If the wand continues to beep, then the school resource officer will support school leadership in speaking with the student and encouraging them to turn over any items.
8. If a student refuses to give up any contraband items, then they will not be permitted into the school program and be marked absent/unexcused. The student's parent/guardian will be called to pick up the student.

If the search finds any contraband or dangerous item, that item will be handed over to a member of school leadership. The school resource officer will be notified. Depending on the nature of the item, it will determine if other parties need to be communicated with, including that student's parent/guardians, school district, or local authorities. Depending upon the severity of the safety risk, the local authorities may be notified by the school resource officer and/or the parent may be called for assistance. If the local authorities are called, the home district will be notified. At the home district's discretion, an IEP team meeting may be held within ten days.

### Contraband

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

- Vapes/Vape pens
- Drugs, alcohol, cigarettes, and paraphernalia
- Weapons (guns, knives, clubs, etc.)
- Ammunition
- Sharp objects (glass, scissors, nails, etc.)
- Aerosol cans
- Alcohol
- Matches/lighters
- Toxic substances (model glue, acetone, and rubber cement)
- Posters, documents, items or clothing of inappropriate matter (i.e. drugs, pornography, etc.)

#### **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
- Pencil pouches/bags
- Books/magazines
- Folders fastened with staples, Cough drops
- Medications
- Hand sanitizers

### Permitted Items

All school supplies will be provided to students. Students do not need to bring any materials. Any coping mechanisms will be provided by school staff (i.e. stress balls, cubes, etc.)



### **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-in. 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 to 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. iHeart 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.

### **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. 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 with their home district policies for infractions which occur on school buses and at 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 attends school consistently and actively participates 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**

### **Bullying 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 incidents 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 member 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.

**Bullying Procedure:**

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

**PBIS**

The Bradley School will continue the implementation of Positive Behavioral Interventions and Supports, or PBIS. The intent of this program is to promote an environment of academic achievement while establishing appropriate behaviors. PBIS is a school-wide strategy for helping all students achieve important social and academic goals, while helping to enable them to become productive and responsible citizens.

In alignment with PBIS, there will be consistent TIER 1 systems, data, and practices that will have a positive impact on everyone across all settings. They will establish the foundation for delivering regular, proactive support while helping to prevent unwanted behaviors. Tier 1 emphasizes prosocial skills and expectations by teaching and acknowledging appropriate student behaviors. The Bradley School will infuse their school behavior concept (SOAR) with the ideals of PBIS, while also providing the addition of Behavior Specific Praise, more opportunities for incentives throughout the school year, complex data to help with behavioral planning, and added growth for students and faculty.

As part of the PBIS program, we have established several clear expectations for the behaviors we require throughout our school community. These behaviors will be monitored and supported by focusing on Safety, On-Task, Area, and Respect (SOAR). We will explicitly teach these expectations to the students and will frequently support positive behaviors with notes and acknowledgement. By teaching these expectations, it is our goal to help our students establish confidence, and grow more comfortable to succeed in the school setting.

## **SOAR**

Bradley School uses a PBIS (Positive Behavioral Interventions and Supports) model for tracking student behavior goals. All students are expected to follow the four expectations listed below to help them be successful in school. Each goal starts with a letter in the acronym SOAR.

1. Be **SAFE**
  2. Be **ON TASK**
  3. Be in your **ASSIGNED AREA**
  4. Be **RESPECTFUL**
- TA's will track daily progress for each student throughout the day on a "SOAR sheet".
  - Data collected daily will be entered into a spreadsheet and is used to track progress on students' IEP behavior goals as well as individual, classroom, grade level and school wide incentives.
  - Progress will be reported to families and school districts quarterly.

Each SOAR goal is divided into subcategories which are defined below:

### **SAFETY**

Physical Aggression- Hitting, kicking, biting, scratching, pushing, spitting, posturing, property destruction

Verbal Aggression- Yelling, threatening, bullying

Self-Injurious Behavior (SIB)- Head banging, cutting, scratching, choking, ingesting foreign objects

Sexually Inappropriate- Comments, jokes, flashing, inappropriate touching\* (contact school leadership immediately)

### **ON TASK**

Assignment- Student is completing the written assignment

Expectation- Student is awake, participating in the activity, and refraining from disruptive behaviors (i.e. talking out, side conversations, noise making), following proper mask wearing protocols

### **ASSIGNED AREA**

Extended Time- Time away from the classroom over the limit set by the teacher/ staff (generally >5mins)

Out of Area- Leaving the assigned area without permission (i.e. walking out of class, wandering hallway etc.)

Elopement- leaving or attempting to leave the building/school grounds

### **RESPECT**

Peers- Appropriate topic of conversation, refrain from: name calling, teasing, instigating, feeding into peer negativity

Staff- Following directions with reasonable prompting, use appropriate language, refraining from: rude comments, name calling