

SCHOOL DISTRICT OF PHILADELPHIA



OLNEY ELEMENTARY SCHOOL

**STUDENT HANDBOOK
2017-2018**

**ENCOURAGING ACHIEVEMENT, CELEBRATING
DIVERSITY**

Dear Parents:

Welcome to Olney Elementary School. This Handbook contains useful information, which we believe will be important to you as your child progresses through Olney. It is our hope that this Handbook will answer many of your questions. If at any point you have a concern, which deals specifically with your child's needs and progress, you are encouraged to contact the school office (215-456-3003).

The 2014-2015 school year is going to be a truly great one. As a school we are striving to create a truly exceptional learning environment for all children. We believe every child is special and unique. It is our goal to help your child achieve their dreams. With your active help and support, we can work as partners in providing our children with the best educational environment possible.

OLNEY ELEMENTARY



Michael Roth,
Anieca Suber,

Principal
Assistant Principal

TIGER PRIDE

GUIDING PRINCIPLES AT OLNEY ELEMENTARY SCHOOL

- Every child at Olney Elementary will be encouraged to be a critical, independent thinker.
- Every child will learn across the curriculum and master those skills that will empower him/her to deal with real life situations.
- Every child will learn in a positive setting.
- Students will demonstrate the appropriate skills to be promoted to the next grade.
- Students will participate in all aspects of school life, attaining a tone of decency, trust and safety.

As a member of the Olney Community every child, staff member and family has an obligation to do their best to follow these principles.

SCHOOL PLEDGE

*I PLEDGE TO BE
THE BEST THAT I CAN BE
TO THINK OF OTHERS, INSTEAD OF ME
I'LL WORK HARD SO ALL CAN SEE
THE VERY BEST IS AT OLNEY!*

School Website: All Important information pertaining to Olney Elementary school can be found on the school website link posted below.

PUPIL BEHAVIOR

1. **All students are responsible for their learning experiences, including the completion of assignments.**
2. **Students must respect adults, fellow students, school regulations and property.**
3. **All students must be cooperative, polite, and demonstrate fair play while in school and at activities.**
4. **Students should demonstrate self-control and good citizenship.**
5. **Students must use proper and appropriate language.**
6. **Students are expected to adhere to mandatory uniform regulations.**
7. **Students are to be prepared for class and arrive on time.**
8. **Students must use good table manners and appropriate cafeteria behavior.**
9. **Students must cooperate during fire drills and other emergencies.**
10. **All students must keep the school building and grounds clean and neat.**
11. **All students must observe acceptable audience behavior while participating in large group activities.**
12. **All students are to follow routine lines of communication. Students' concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity.**

OLNEY ELEMENTARY HOME AND SCHOOL ASSOCIATION

The Olney Home & School Association is a vital part of our school community. It represents a cooperative effort between the staff and parents to promote the growth, development and education of the children. Through its fundraising efforts, the Home & School Association provides a variety of educational materials and school related activities. The Home and School Association meets monthly and dates can be found on the school's [website](#).

The Home & School Association supports improvements in the school and serves as a voice for parents' concerns. Representatives of this organization are members of the School Council.

VISITING THE SCHOOL

At Olney Elementary we treasure building healthy relationships between school and home. We feel strongly that teaming up with you, the parent/guardian, is the best way to create an extraordinary learning experience for your child. We welcome and encourage visits from you. When visiting you will need to stop by the main office to receive a visitor's pass. All adults that are not school employees must have an employee escort when navigating through the building. It is essential that all adults follow this policy to help maintain the safety of all of our students.

To maintain the *safety of all students* it is essential that ALL VISITORS/GUESTS REGISTER AT THE MAIN OFFICE.

PARENTS/TEACHER CONTACTS REPORT CARD CONFERENCES

Parents are encouraged to visit Olney Elementary School. These suggestions may help the communication process.

- Send a note to your child's teacher requesting an appointment. Teachers will notify you of an appropriate time.
- Report directly to the school office to receive a pass.
- Appointments with the principal can be made by calling the school office at 215-456-3003.

SCHOOL NOTICES

Please remind your child to take ALL notices home promptly.

PARENT PARKING & SAFETY REGULATIONS

The picking up and dropping off of children at school can be a very hazardous situation. Students are being dismissed and must have a safe area to accomplish this. When cars are close by or parked, the supervision of children becomes more difficult. Clear areas are needed to watch all the children. Parents are urged to load and unload away from the school sidewalks. Police issue tickets for parking violations around our school. Cars may park beyond the school property. Illegal stopping or double parking are a major problem and serious safety hazards. **Double parking is illegal.** Blocking the faculty parking lot is an additional safety hazard. Please obey parking regulations. Parents should not jay walk with their children or send them from their car to the school yard unless the student crosses at the corner.

SCHOOL HOURS

The school day will begin promptly at 8:30 a.m. and school dismisses at 3:09 p.m. every day. Parents will be notified in writing of any scheduled early dismissal. Students are encouraged to leave home in time for the scheduled opening of school at 8:30 a.m.

ABSENCE AND LATENESS

Regular attendance raises student achievement. Students may be considered late if they arrive **after 8:30 a.m.** Students WILL be marked late if they do not enter the school with their homeroom teacher. If your child comes to school late, a note is required giving the reason of the lateness. If a parent brings a child who is late to school, the parent is to escort the child to the main office where the student will be given a late note. Students who do not have a late note will have to serve a detention.

If your child is sick with a cold, fever, rash, upset stomach, headache, etc., please keep your child at home. After each absence, please send a note explaining the reason of the absence. **Failure to return to school with a note requires the district to record the absences as parental neglect.** After the first three consecutive absences, without notification to the school, the case is automatically referred to the attendance/truancy division for follow up.

- 3 Unexcused Lateness's will be a letter home
- 6 Unexcused Lateness's will result in a conference with the Principal or Assistant Principal
- 8 Unexcused Lateness's will result in a referral to the Office of Attendance and Truancy

EARLY DISMISSAL/PICKUP PROCEDURES

We urge you to limit early dismissal to extreme emergencies. It is disruptive and interferes with your child's learning.

For the safety of your children the following procedures will be used at Olney EI:

*No student will be released to someone else's parent or another adult who is not on the current **Emergency Contact Form**. The child's parent/guardian must provide a written request "**in advance**" granting permission for another adult to pick up their child.

*No student is ever (under any circumstances) allowed to go home alone or accompanied by another minor (under 18 years of age).

*Students may not be released for an early dismissal after 2:30 p.m. Please arrange for all dismissals before this time.

LATE STUDENT PICKUP

It is very important for parents/guardians to pick up students on time everyday at dismissal time (3:09pm). For the safety of the children, the 35th Philadelphia Police District and the Department of Human Services (DHS) may be contacted for students not picked up afterschool by parent/guardian.

ATTENDANCE TIPS FOR CHILDREN AND FAMILIES

1. Pack lunch and prepare your clothes before you go to bed.
2. Pack your book bag at night.
3. Set alarm clock 15 minutes ahead to give you extra time.
4. Develop a daily schedule, discuss it, post it, and keep it.
5. Call the school office if you change your address.
6. Communicate often with teachers and other school staff.
7. Let your child know that school is Important!

GENERAL COMMUNICATIONS

If a parent wishes to consult with any faculty member or with the principal, a call or note of request for an appointment will be honored as soon as possible. This direct communication is highly recommended. **AT NO TIME ARE PARENTS TO GO TO A CLASSROOM TO SPEAK WITH A TEACHER OR A CHILD DURING THE SCHOOL DAY OR WHILE THE CLASS IS PREPARING FOR DISMISSAL.**

PARENT-TEACHER DISCUSSIONS MAY NOT TAKE PLACE IN THE SCHOOLYARD.

If a difficulty should arise concerning your child's conduct or academic work, please contact the teacher involved before you bring the matter to the attention of the principal or assistant principal.

Since the responsibility for each child rests with the parent(s) or guardian(s), third parties, such as relatives, friends, etc., are not included in school meetings.

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSINGS

It is important that the school and teacher have current emergency information for each child. Please be sure appropriate arrangements have been made for your children in the event of emergency closings. Please notify the school of changes in your ***Emergency Information***.

In case of more severe weather conditions, which may necessitate the closing of schools, please listen to radio or television alerts concerning "***all Philadelphia Public Schools***." You may also find closure information on the district website or the **Information Hotline can be reached at 215-400-INFO (4636)**.

In the event of an early closing of schools, we must know where your child can go if you are not home. Please do not call the school, as this will disrupt our ability to safely dismiss students.

WALKING TO AND FROM SCHOOL

Students are reminded that behavior on the way to and from school should be consistent with the rules for behavior in the classroom. At no time should students engage in any activity that would endanger fellow students, community members, or themselves. Jaywalking is prohibited at all times. All crossing of streets near the school is to be done with the assistance of the crossing guards. Crossing guards should be treated with the utmost respect. Students are reminded that their behavior while traveling to or from school reflects on our school.

USE OF TELEPHONES

The telephone in the main office **may not** be used by students during school hours to call or receive calls from home. Under extreme emergencies, messages will be relayed to students. After school arrangements should be made between parents and students **before** the student comes to school.

MEALS PROGRAM

The Olney Elementary School lunch and breakfast program is for all students. Children may bring their lunches or receive a free lunch.

HOMEWORK

Homework is an important part of the instructional program. It is an extension and reinforcement of the day's class work. It provides an opportunity for children to strengthen their basic skills, reinforce study habits, stimulate independent thinking and develop initiative, responsibility and self-direction. Failure to submit it will be reflected in the student's grade.

Children do long term projects and reports in addition to daily homework. They must be properly prepared and completed on the due date.

Each student is responsible for making up assignments following any absence.

We encourage parents to take an active interest in school. We welcome questions about homework study habits and requirements for success.

Some assignments require children to use outside resources, reference material and the public library. We recommend a free public library card for every student.

SUGGESSTIONS FOR PARENTS

1. Discuss homework assignments every day.
2. Provide a good attitude toward homework.
3. Provide a definite time and suitable place for study or other homework activities.
4. Have resource materials available.
5. Expect your child to assume the major responsibility for completing homework.
6. If you see any type of suspicious activity in or around the school area, please call the school at
7. **215-456-3003**. Messages from home cannot be relayed to children since such action interrupts both a teacher and a class. **Messages can only be taken in a real emergency** and then only when serious enough to be personally delivered to the child by the principal. No students will be called to the phone.

SERVICES AND PROGRAMS OFFERED AT OLNEY ELEMENTARY SCHOOL.

The following services are available as needed or as requested at Olney Elementary School.

- ESOL (English for Speakers of Other Languages)
- Counseling and Family Support Services
- Learning Support Classes
- Gifted Support Class
- Resource Room Support
- Vocal Music Instruction
- Instrumental Music Instruction
- Medical (Nurse) Service
- Kindergarten

- Computer Science
- Physical Education
- Art/Art History Instruction
- Students Run Philly Style

SCHOOL COUNSELING AND GUIDANCE

The School Counselors and Bilingual Counseling Assistants provide counseling and guidance services. The School Counselor is a certified specialist trained to provide counseling and intervention. Counseling and guidance services are implemented through individual and small group counseling sessions, classroom guidance activities, crisis intervention, and conferences with parents, teachers, and administrators.

Parents can call the school counselor at any time to set up a conference at **215-456-3003**.

SCHOOL NURSE AND ILLNESS

The school nurse is available in the building 5 days a week.

Children who have fevers or other contagious illnesses should not be sent to school. They should be kept home for 24 hours after a fever subsides, so as not to spread the infection to others. If the nurse calls a parent/guardian because the child is sick, it is the parent or guardian's responsibility to take the child home. The child may not stay at school. 911 will be called for emergencies and the child will be taken to the nearest hospital.

All Tylenol and Ibuprofen distributed through the health office is adult strength and will not be given to a child without either verbal or written consent from the parent/guardian. Parents/guardians should provide feminine products for their daughters, as the nurse's supply is only for emergency use.

Any student requiring either medication or medical treatments during the school day must have the Request for Administration of Medication form completed by their private physician and returned to school. In addition, the Student Health Status form must be completed by the parent/guardian and returned to the nurse. All forms may be obtained from the Health Office. Students may not bring any kind of medication, including Tylenol and cough drops, to school without a written note from their parent/guardian. All medications brought to school must be in original or labeled pharmacy containers and given to the nurse at the start of the school day. If these rules are not followed, the medication will be taken from the child and will not be given.

OLNEY ELEMENTARY SCHOOL DRESS CODE

Parents and community partners are agreed that school uniforms are an effective strategy for improving behavior and discipline, improving school climate, focusing students' attention on learning, promoting school spirit and pride, and decreasing access of trespassers to schools during class time. *Act 46* of 1998 authorizes the *Board of Education* to impose limitations on dress and require students to wear standard dress or uniforms. In May of 2000, the *Board of Education* adopted *Policy 221*.

Please adhere to the **mandated uniform policy** for all students in grades K-8. Our uniform policy is as follows:

SHIRT/BLOUSE	White shirt with a collar. No T-Shirts. (Neckties are not required)
PANTS/SKIRT	Solid Navy blue (dark). Girls may wear navy blue pants, skirts, or jumpers (knee length). <u>NO JEANS</u> <u>NO TIGHTS</u>
SWEATERS	Solid Navy Blue - (Plain, <u>NO Writing</u> on the sweaters or hoodies) (Hoods are not permitted on heads when on school property)
SHOES	<u>NO</u> open-toed, backless sandals, flip flops
SOCKS	White or Navy Blue

Please avoid additional items in the form of oversized jewelry, leggings, hats, colored bands bracelets, scarves, etc.

Students who fail to dress as required may be subject to corrective measures, including:

- After school detention
- Parental contact
- Loaner uniform top from the school's uniform bank.
- Mandatory parental conference.

Persistent and deliberate violation of the uniform policy may result in additional disciplinary action.

LUNCHROOM AND SCHOOL YARD RULES

1. Sit in your assigned seats.
2. One table getting lunch at a time.
3. Use your 6-inch voice in conversation.
4. Remain seated unless directed otherwise.
5. Clean up your area.
6. Bathroom trips will occur by table.

7. Outside play in a safe and respectful way.
8. Get into your line when the bell rings.

TOYS, MP3 PLAYERS, BEEPERS, CELL PHONES, IPODS, IPADS ETC.

According to the School District of Philadelphia and Olney Elementary School policy students **ARE NOT permitted to bring electronic devices to school.** These items often create a distraction to the learning environment. In addition, students with electronic devices often become targets of theft to and from school. Please do everything to ensure that your child leaves these devices home.

Students found in possession of these items will have the following consequences.

- **1st Offense- Confiscation of the device (to be returned to the parent with a signing of a no electronic device contract), student detention.**
- **2nd Offense- The device is confiscated and held in a secure location until the end of the 14-15 School year.**

BULLYING PREVENTION PROGRAM

*Bullying is **never** part of acceptable behavior at Olney Elementary School.*

Bullying means: Negative, mean behavior that occurs repeatedly (usually over a period of time)

We will make every effort to change these behaviors. Those students who bully will be liable for disciplinary action that could lead to dismissal from the school.

DETENTIONS

Detention is served after school or during other non-instructional times. Afterschool detentions are from 3:15pm – 3:45pm. Academic support and grade appropriate assignments in reading and mathematics are provided during afterschool detentions. Students serving detention are not to talk or get up from the assigned area unless directed by the staff member in charge. If the child is disruptive during the detention or fails to report to the assigned detention a mandatory parent conference may be required. Parents will be notified in advance as to when and where the detention will be served.

Middle school (7-8) students may serve a detention the same day, but must contact a parent/guardian by phone in the main office by 2:45pm. If the parent/guardian cannot be contacted, the student will receive written notice of a two-day detention.

The Following Level 1 Disruptive Behaviors may warrant a detention:

- Failure to follow classroom rules/disruption
- Dress code violation
- Failure to carry hall-pass/appropriate ID
- Failure to participate in class/unpreparedness

- Lateness/Truancy/excessive tardiness/cutting class
- Possession of beepers/pagers/cell phones/other devices
- Possession of other inappropriate personal items
- Profane /Obscene language or gestures

CAUSES FOR OUT-OF-SCHOOL SUSPENSION

Under most circumstances when students fail to observe basic and essential courtesies and school regulations, we invite parents to attend a parent-school conference to discuss the unacceptable behavior and seek a positive solution. Repeat offenses require a parent-teacher conference. When children repeatedly violate school rules or endanger other students or staff, the principal will consider suspension. Level 3, 4, and 5 disruptive behaviors can lead to more intense interventions, from in-school behavior contracts to lateral transfers to disciplinary school assignments to expulsions.

Some examples of Level 2, 3, 4, 5 Serious Violations are:

- Public display of affection/inappropriate touching
- Inappropriate use of electronic devices
- Fighting (two students engaged in mutual combat)
- Forgery of administrator, teacher, or parent's/guardian's signature
- Alteration of grade reporting/excuses/school documents
- Destruction and/or theft of property (less than \$1,000)
- Harassment/bullying/cyber-bullying/intimidation
- Sexual acts (consensual)
- Threatening students/staff with aggravated assault
- Destruction and/or theft of property (totaling \$1,000 or more)
- Breaking and entering school property
- Robbery
- Extortion
- Mutual fight (w/documented serious bodily injury)
- Simple assault (documented unprovoked attack by one student on another)
- Possession of alcohol or drugs - intent to use
- Possession of alcohol or drugs - intent to distribute
- Possession or use of fireworks/incendiary devices/explosives
- Assault of school personnel
- Instigation or participation in group assaults

Suspension can be from one to (10) days depending on the seriousness of the behavior.

The following are automatic **Level 4** and **Level 5** Serious Violations and will lead to Disciplinary School Assignment and Expulsion Referral:

- *Aggravated assault (documented serious bodily injury)
- *Sexual Acts (non-consensual)
- *Possession of weapon

ACT 26-PENNSYLVANIA LAW

Pennsylvania law (Act 26 of 1995) now requires that any student, regardless of age or grade level, found to be possessing a weapon on school property, in a school program or event, or while traveling to or from school or school program or event (including school buses and public transportation) be subject to arrest and expulsion from the school district for at least one year. The law defines a weapon as “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and other tool, instrument or implement capable on inflicting serious bodily injury.” Possession includes weapons found on the person as well as in school bags, desks, or lockers.

SHELTER IN PLACE

Definition

Shelter in Place is an emergency response plan to the release of hazardous materials into the air. Only the police or fire department can call this response. In our school we are instructed to *shelter in place*, we would initiate our plan to protect the children. If a Shelter in Place is called, no one is permitted to leave or enter the building. It becomes our responsibility to care for the basic needs of the children until we are given permission to safely dismiss the students to their parents.

Plan of Action

Should our school be instructed to *Shelter in Place*, we would notify each classroom via the PA system. The announcement would be made three times to insure that each floor hears the message. In the event that the PA system is not operational, staff members have been assigned to physically go to each floor in each building to make the announcement.

Our school will be sealed off and no one is permitted to leave or enter the building. Anyone who arrives at school is putting himself or herself in danger and could add to the tension that would be a part of this situation. Please remember to obey the police and fire department and stay indoors until the “all clear” signal is given.

****SHELTER IN PLACE ASSIGNMENTS****

BOY'S LUNCHROOM

305 (stand)
304
311
307

GIRL'S LUNCHROOM

310 (stand)
309
302
211

Room 123/111

306
207

Room 126

206

Room 107

205
107

Room 108

201
108
301

Boy's Lunchroom Hall

308

Girl's Lunchroom Hall

203
204

Trailer Classrooms

101
102
103

action.

Dear Mr. Roth,

My child _____ in room _____ has my permission to use the textbooks which the teacher has issued.

- I understand that my child is responsible for all texts and library books.
- I understand that all textbooks should be covered and that all library books should be returned when due.
- I understand that there will be penalties for any book that is lost or damaged.

Parent's Signature _____

Student's Signature _____

Date: _____

Parental Permission Slip

I hereby give permission for my child to accompany the class, under the supervision of the teacher, on walks to places of interest in the neighborhood.

Student's Name _____

Room # _____

Parent/Guardian Signature _____

**Permission Form for Use of Student Image
on the School District of Philadelphia Website**

This letter is a request for permission to use the image and/or voice of your child on the official School District of Philadelphia World Wide Web page on the Internet.

Student images are used on the Internet to promote a wide range of student activities. However, the use of images is strictly controlled to best assure student safety and confidentiality. In some instances, students whose images are displayed on the Internet may not be identified. However, if the student is identified, it will be by first name only.

Please return this form to your child's teacher or the representative of the sponsoring School District department to indicate that your child's image and/or voice may be used on the Internet. This permission will stay in effect until cancelled in writing by the parent or guardian.

Thank you for your cooperation.

School/Office Name: _____

Name of Child: _____

As the parent of legal guardian, I grant the school or the sponsoring School District office permission to use my child's image and/or voice on the official school District of Philadelphia web Page named above on the Internet.

Parent or Legal Guardian's Signature

PRINT - Parent or Legal Guardian's Name

Dated signed

School District of Philadelphia Bullying Policy
(Adopted by the SRC on December 17, 2008)

Resolved, that the School Reform Commission hereby adopts the attached primary Policy on Bullying and its prevention/intervention in order to ensure compliance with HB 1067 (PA), amending "Article XIII-A Safe Schools" in the Pennsylvania School Code of 1949, that requires each school entity to adopt a policy relating to bullying.

The School Reform Commission (SRC) is committed to providing a safe, positive learning environment for district students. The SRC recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. The SRC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. The SRC prohibits bullying by district students and personnel.

Definition:

Bullying is characterized by the following three (3) criteria:

- It is aggressive behavior or intentional harm doing.
- It is carried out repeatedly over time.
- It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying, as defined in this policy, refers to direct or indirect action, which may include but is not limited to:

- *Physical*: hitting, kicking, pushing, shoving, getting another person to hurt someone;
- *Verbal*: racial slurs, name-calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumor; or
- *Non-Verbal*: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, or websites)

Bullying is the intentionally harmful (electronic, written, verbal, non-verbal, psychological or physical) act or series of acts that is directed at another person, in and/or outside of a school setting or using school property and is severe, persistent, or pervasive and has the effect of doing 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

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

Authority:

The SRC prohibits all forms of bullying.

The SRC encourages students who have been bullied or witnesses bullying to immediately report such incidents to the building administrator or manager of non-instructional support services. If there is no response, the target of such acts is encouraged to report the incident to the regional office and the district's [Bullying Hotline \(215-400-SAFE\)](#).

The SRC directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation for Responsibility:

Each adult and student shall be responsible to respect the rights of others and to ensure an atmosphere that is conducive to learning and free from bullying.

The Superintendent (or designee) shall develop administrative regulations to implement this policy.

The Superintendent (or designee) shall ensure that this policy and administrative regulations are reviewed annually with staff, students, and parents.

The Superintendent (or designee), in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the SRC.

District administration shall annually provide the following information with the Safe School Report:

1. SRC's Bullying Policy
2. Report of bullying incidents
3. Information on the development and implementation of any and all research-based bullying prevention and intervention programs.

Guideline:

The Student Code of Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site.

This policy will be reviewed with every district student within 90 days after the adoption by the SRC, and annually on the first day of school thereafter.

Education:

The district shall implement research-based bullying prevention and intervention programs. Such programs shall provide training for district staff for effectively responding to, intervening in and reporting incidents of bullying.

All district bullying prevention and intervention efforts shall be aligned with the framework of the research-based Blueprint Olweus Bullying Prevention Program and shall be approved by the district's Bullying Prevention Coordinator in the Office of School Climate and Safety.

Consequences for Violations:

Upon receipt of a complaint of bullying, the principal or manager of non-instructional support services shall meet with the student(s) who is bullied and student(s) who bullies separately, starting with the student(s) who is bullied, and investigate the reported allegations.

If the allegations are confirmed, the principal or manager of non-instructional support services shall do the following:

1. Inform the student who bullies the results of the investigation
2. Review the definition of bullying and the district's policy on bullying
3. Give the consequences for the behavior relative to the number of offenses and the severity of the behavior.
4. Notify the parents of the student(s) who bullies, including the actions of the student and the consequences.

A student who violates this policy shall be subject to the following disciplinary procedure:

- **First Offense:** Documented warning and parent notification
- **Second Offense:** Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, or counseling within the school
- **Third Offense:** Suspension or transfer to another classroom, school building or school bus

Depending on the severity of the incident, cases of bullying may immediately warrant the disciplinary actions of a third offense and may result in expulsion and/or referral to law enforcement officials.

School Year Calendar : 2014 - 2015

September 1, 2014	Labor Day - Administrative Offices and Schools Closed
September 2, 2014	First Day for Teachers - Academic Year Preparation
September 3-5, 2014	Staff Only - Professional Development
September 8, 2014	First Day for Grades 1-12 - Student Attendance
September 8, 2014	First Day for Pre-Kindergarten, Head Start & Bright Futures - Student Attendance
September 8-12, 2014	Kindergarten Parent/Teacher Interviews
September 15, 2014	First Day of Kindergarten - Student Attendance
September 25-26, 2014	Rosh Hashanah - Administrative Offices and Schools Closed
October 13, 2014	Columbus Day - Administrative Offices and Schools Closed
November 3, 2014	Staff Only - Professional Development Day
November 4, 2014	Staff Only - (Election Day) Professional Development Day
November 11, 2014	Veterans' Day Observed - Administrative Offices and Schools Closed
November 27 - 28, 2014	Thanksgiving Holiday - Administrative Offices and Schools Closed

December 24 - 31, 2014	Winter Recess - Schools Closed
December 25, 2014	Winter Recess - Administrative Offices and Schools Closed
January 1, 2015	New Year's Day - Schools Closed and Administrative Offices Closed
January 2, 2015	Winter Recess - Schools Closed
January 19, 2015	Dr. Martin Luther King Day - Administrative Offices and Schools Closed
February 16, 2015	President's Day - Administrative Offices and Schools Closed
February 27, 2015	Staff Only - Professional Development
April 1-3, 2015	Spring Recess - Schools Closed
April 3, 2015	Spring Recess - Administrative Offices and Schools Closed
May 19, 2015	Staff Only - (Election Day) Professional Development Day
May 25, 2015	Memorial Day - Administrative Offices and Schools Closed
June 18, 2015	Last Day for Students and Staff