**SCHOOL INFORMATION**

PRINCIPAL – Kelly Knott Address –112 W. College St.

SECRETARY – Sharon Hooker PHONE – 742-2118

WEBSITE – http://bradfordssd.schoolinsites.com/

Welcome to Bradford Elementary School. Here you find opportunities for academic achievement, extracurricular activities and friendship. If you will make the most of these opportunities, you will have a happy, successful school career at Bradford Elementary.

THE MISSSION OF BRADFORD ELEMENTARY SCHOOL IS TO DEVELOP EXCELLENCE IN EDUCATION BY EDUCATING THE ‘WHOLE CHILD’ ACADEMICALLY, SOCIALLY, PHYSICALLY, EMOTIONALLY, AND CREATIVELY.

OBJECTIVES

1. To provide experiences that promote respect for others, self, and government, and to function successfully in a complex society.
2. To help each student master the basic skills and tools for learning in order to be successful in life.
3. To provide opportunities and guidance for students to achieve to the best of their ability the discipline of self with the acceptance of responsibility and pride in a job well done.
4. To provide for individual differences and interest through enriched curricular and extracurricular activities.

**BRADFORD SPECIAL SCHOOL DISTRICT – NON-DISCRIMINATION POLICY**

*Pursuant to its policy of non-discrimination. The Bradford Special School District does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in its programs, services, or activities.*

*Coordinator of Title VI & Title IX, Dan Black. 731-742-3180*

**School Calendar 2015-2016**

**July 31 Students First Day of School (1/2 day)**

**September 3 Parent/Teacher Conference (1:30-7:00)**

**September 7 Labor Day**

**October 2 End of Nine Week Grading Period**

**October 5-9 Fall Break (no School)**

**October 15 Report Cards**

**October 30 Early Dismissal – 1:00**

**November 12 Progress Reports**

**November 23-27 Happy Thanksgiving (no School)**

**December 19 End Fall Semester (1/2 day)**

**Christmas Break (no School)**

**January 5 Students begin Spring Semester**

**January 12 Report Cards**

**January 18 Martin Luther King Holiday (no school)**

**February 3 Writing Assessment**

**February 4 Parent/Teacher Conference (3:30-6:30)**

**February 15 Presidents Day Holiday (no school)**

**March 9 End of Nine-Week Grading Period**

**March 17 Report Cards**

**March 25-April 1 Spring Break (no school)**

**April 14 Progress Reports**

**April 25-29 TCAP EXAMS**

**May 6 Strawberry Festival**

**May 20 Last day of school (Early dismissal**

**May 22 Graduation**

**Withdrawal from School**

Any student who must withdraw from school during the school year should inform teachers and the office as far in advance as possible. All schoolbooks should be turned in by the final day or payment will be expected. Transcripts will not be sent for any students owing money to the Bradford Special school district.

**Physical Education Policy**

All students at BES are required to have a minimum of ninety minutes of physical activity per week. Modifications will be made for those students with physical disabilities provided it is recommended in a written statement by a physician or listed in an IEP or 504 plan.

**School Day/Tardy**

**7:45 – 2:45**

All students grades 1 – 6 who enter the building prior to 7:40 should report to the cafeteria, Kindergarten prior to 7:30. The school day officially begins at 7:45. **Any student not in their classrooms and seated by 7:45 are tardy. No student should go to the nurses’ office prior to reporting to class, unless there is an emergency. Three tardies are cause for the school to have students stay afterschool for detention. Students who do not stay for detention may be assigned alternative school. Parents who check students out of school prior to the end of the school day (2:45) are subject to the same consequences as tardy students. Excessive tardies are a form of truancy and parents may be cited into court.**

**General Policies**

All adults who visit in our building should stop by the office first to receive a visitors badge.  **PARENTS YOU ARE WELCOME AT BES.**

Should parents need to have a conference with teachers or principal, please call in advance to schedule at time for your meeting. Teachers will not be pulled from other students for an unscheduled conference.

 Students walk to the right in the hallways.

 Please do not run in the building

 No gum chewing

 The school is not responsible for bicycles ridden to school

 There is no smoking allowed within 50 ft of a building entrance.

 Fighting will be dealt with according to board policy.

 Possession of a weapon by adults may result in a five-year imprisonment and a fine of up to $2,500. Students are subject to a one-year dismissal from school, police called, and a court appearance.

**Restroom Breaks**

Students each teacher provides restroom and water breaks, please use these as directed by the teacher. Parents if your child has a condition requiring more frequent breaks, please provide recent documentation by a physician.

**Library/Media Center**

1. Students must check out all books from the library. By doing so the student assumes the responsibility for returning books on time and agree to pay for any lost or damaged items.
2. All students are assigned individual computer numbers for the automated checkout system.
3. Books, unless designated REFERENCE OR PROFESSIONAL, may be checked out for a one-week period.
4. Magazines and pamphlets are for library use during the day or may be borrowed by the teacher for classroom use.

**Care of the Building**

This is your school. It is paid for by tax revenues that the property owners of our school district pay. These property owners are your parents and relatives. Keep our school in good order for the continued use of many more years.

**Lunchroom Policy**

The school cafeteria operates under the federal lunch program, which enables it to sell lunches at the lowest possible price. In order to maintain the proper lunch atmosphere, please follow these guidelines:

1. Avoid unnecessary noise.
2. Take what food you want, but eat what you take.
3. Place trash in the proper containers.
4. Leave the table and surrounding area clean and orderly.
5. Good eating manners are expected of you at all times.

**Reporting Accidents**

The supervising teacher will fill out an accident report for any student under his/her supervision who has an accident. No matter how small the accident may seem, be sure to report it to your teacher. This is very important when connected to school insurance claims.

**ILLNESS AT SCHOOL**

**IT IS THE PARENTS’ RESPONSIBILITY TO COME TO SCHOOL FOR A STUDENT WHO IS ILL. PLEASE KEEP THE SCHOOL INFORMED OF ALL CORRECT PHONE NUMBERS WHERE YOU MAY BE REACHED.**  School personnel will not take a student home unless it is an emergency, and then not unless someone is at home.

In case of serious injury, school personnel will call for an ambulance to transport students to the hospital and instruct parents to meet them there.

**Medicine**

Students who must take prescribed medicine must check in all medication with the school nurse. Medications may not be given by teachers or office staff.

**Drills**

Fire, Tornado, Earthquake, and Lockdown drills will be practiced at regular intervals. Students must listen and obey the directions of teachers during these drills.

**Lost and Found**

Lost and found articles are placed in the school office. Items not claimed by Christmas break and again by the end of the year will be donated to a charity organization.

**Audio/Video Devices**

Students are not permitted to bring audio or video devices (including cell phones) to school. If an item is discovered it will be confiscated and parents may claim the item at the end of the school day.

**Grading System**

A 100 – 93

B 92 – 85

C 84 – 75

D 74 – 70

F 69 and below.

**A Honor Roll: A average with no C’s, D’s, or F’s**

**B Honor Roll : B average with no D’s or F’s**

**Buses**

A pupil shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on a school bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation. The bus driver will report misconduct and the principal will administer consequences. Students who leave campus before loading on the bus shall not return to campus to ride the bus. Following is a sample of bus riding infractions/consequences:

 Offense Action

1. Horseplay, not being seated

Loud, possession of food and

Drinks.

1st offense verbal warning

2nd offense off bus three (3) days

3rd offense off bus five (5) days

4th offense off bus ten (10) days

5th offense permanent suspension

1. Destroying property, fighting

Profanity, throwing objects.

1st offense off bus three (3) days

2nd offense off bus five (5) days

3rd offense off bus ten (10) days

4th offense permanent suspension

1. Smoking, possession of lighters,

Matches, fireworks, or stink bombs

1st offense off bus five (5)days

2nd offense off bus ten (10) days

3rd offense permanent suspension.

After a ten (10) day suspension parents, student, bus driver, transportation supervisor, and principal must meet before the student returns to riding the bus.

All other bus misbehavior will be dealt with at the discretion of the principal depending on the circumstances of the event.

**School Telephone**

Use of the phones in the building is restricted to emergency calls with permission from the office personnel or a note from the teacher responsible. No student will be called from class to the phone. Messages should be restricted to those that cannot be worked out before the student leaves home.

**Emergency Closing of School**

Should inclement weather or other emergencies force the closing of schools, information will be given as early as possible over TV: WBBJ-CHANNEL 7, WREG 3, WMC 5, WPSD 6, WHBQ 13, WPTY 24, CW 30, RADIO:WYNU 92.3, 93.7, 97.5, 104, 106.9 and the phone tree. If no announcement is made then school is in regular session. PARENTS THE ONLY WAY THE PHONE TREE WORKS IS IF WE HAVE A WORKING NUMBER, PLEASE KEEP US UPDATED.

**School Attendance**

**Good school attendance is essential to the best scholastic achievement. When students are absent, they are likely to miss instruction which will seriously affect their educational progress.**

**Attendance Policy**

Students will not be admitted to class without an admission slip. Upon his/her return to school students must provide a written excuse signed by the parent/guardian, physician, dentist, court, counselor etc. If the note is from a source other than the parent/guardian, the note should include date and time of the visit. The first five absences are the only ones in which a parent/guardian note is acceptable to receive an excused absence.

 Students participating in school-sponsored activities shall not be counted as absent School related means that the activity must be school planned, school directed, and teacher supervised.

**Excused absences:** The principal or his/her designee has the authority to excuse students under the following conditions.

1. Illness of student
2. Doctor or dental appointment
3. Death or serious illness in the student’s immediate family.
4. Emergencies requiring the student’s presence at home.
5. Religious holidays regularly observed by persons of their faith.
6. Legal court summons- not a result of the students conduct
7. Others at the discretion of the principal.

**Unexcused Absences-**Absences resulting from truancy, out-of-school suspension or reasons not cited above shall be classified as UNEXCUSED ABSENCES.

**Make-Up Work –**Students with excused absences have the opportunity to make up missed work. . Students have the responsibility of contacting the teacher to make up any missed work. Students, after their return, will have five school days to make up missed work. Students with unexcused absences may make up missed work at the discretion of the teacher. Promotion may be withheld until all class work and tests have been satisfactorily completed.

**Check In/Check Out-**A check in/check out folder is kept in the office for all students to check in or out during the school day. Parents must come into the office to sign his/her signature when bringing the child late or checking out early. Should the parent be unable to appear at the office and sends someone else to check in/out their child, the parent must notify the office by phone or other means. Our concern here is safety for your child.

**Absentee Policy**

1st and 2nd Unexcused Absence – Verbal Warning

3rd and 4th Unexcused Absence – Contact parent/guardian

5th Unexcused Absence – Written warning to parent/guardian

6th Unexcused Absence – Truancy citation will be filed with the Gibson County Juvenile Court

Documentation to clear unexcused absences must be provided to the school within five (5) school days after the student returns to school.

Remember three tardies or three unexcused early checkouts are treated as one unexcused absence.

**Definitions:**

 **Absent-**A student not in attendance in regularly scheduled classes at the school he/she is registered.

 **Present-**A student in attendance in regularly scheduled classes where he/she is registered.

 **Early Dismissal-**A student leaving class or school early.

 **Truancy-**An unexplained absence for an entire school day, a portion of any class, or unexcused absence for a part of a school day.

**Suspension and Expulsion**

 The principal may suspend any student from attendance at school, school related activity (on or off campus), specific class, riding the school bus, assign alternative school, or assign in-school suspension for good and sufficient reason including, but not limited to the following:

1. Willful and persistent violation of the rules of the school or truancy.
2. Immoral or disreputable conduct, including vulgar language, or dress code violation.
3. Violence or threatened violence.
4. Willful or malicious damage to real or personal property of the school or persons attending or assigned to the school.
5. Inciting, advising, or counseling others to engage in any of the acts herein enumerated.
6. Possession of a pistol, gun, or firearm (real or fake)
7. Possession of a knife or weapon as defined in TCA 39-6-1701 on school property or school related activities.
8. Assault of a teacher, principal, or employee of the school.
9. Unlawful possession of drugs as defined in TCA 53-10-101.
10. Engaging in behavior that disrupts a class or school sponsored activity.
11. **Any other conduct prejudicial to good order or discipline in school.**

**In-School Suspension**

Students given in-school suspension will be placed in an area appropriate for study or may be placed in the alternative school setting for suspension longer than one (1) day.

**Transfer Option For Students Victimized By Violent Crime At School**

 Under the Tennessee State Board of Education’s Unsafe School Policy, any public school student who is the victim of a violent crime as defined under TCA 40-38-111(g), or the attempt to commit one of these offenses as defined under TCA 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

 Additional information regarding this option may be obtained by contacting Principal Larry McCartney 742-2118 or Counselor Kelly Knott 742-3152.

**TENNESSEE DEPARTMENT OF EDUCATION**

**CONTACT INFORMATION**

**Legal Services Division –**

710 James Robertson Parkway,

Andrew Johnson Tower 5th floor, Nashville, TN 37243-0380

Phone: 615-741-2851, fax. 615-253-5567

**West TN Regional Resource Center –**

100 Berryhill Drive, Jackson, TN 38301.

Phone 731-421-5074. Fax. 731-421-5077

**The ARC of Tennessee –**

44 Vantage Way, Suite 550, Nashville, TN 37228,

Phone: 1-800-835-7077, FAX: 615-248-5879

**Support & Training for Exceptional Parents (STEP)** –

712 Professional Plaza, Greeneville, TN 37745, W. TN

Phone: 901-756-7332

**Tennessee Protection & Advocacy (TP&A) –**

416 First Avenue South, Nashville, TN 37212,

Phone: 1-800-287-9636, Fax: 615-298-2046

**Tennessee Voices for Children –** West Tennessee (Jackson Area)

Phone: 731-660-6365 Fax: 731-660-6372

**STUDENT DRESS CODE*Mission Statement***

The Bradford Special School District has a responsibility to prepare students to take their place in society as mature, responsible adults. While the BSSD Board of Education desires to allow students flexibility in dress code, it is important that all students follow these guidelines in order to prevent stricter regulations.

The atmosphere of the school and community is reflected by the dress of our student body. The student dress code ensures that clothing does not interfere with the learning process or educational environment. Beginning with the 2007-2008 school year, all students must comply with this standardized dress code.

A student's physical appearance must be clean, neat and not distractive. Students must adhere to the dress code on buses. Parental judgment is suggested, but administrative judgment will take precedent. With this in mind, the following dress code is offered,

***Basic Dress***

* Students in Pre-k through 6th grade may wear plain denim,
* No denim shall be worn in grades 7 - 12.
* All clothing must be plain but can have manufacturers logos, brand names, and insignia visible on the clothing. Small logos (quarter size) on shirts, on waistline or pocket of pants and shorts may be permitted.
* All items of clothing must be properly sized. No oversized pants or shirts will be allowed.
* All clothing must be clean, without holes, and in good repair. Clothing will fit properly and be appropriate for the activity, at all times.
* Articles of clothing must be worn with its intended style (e.g. if it is supposed to be zipped - zip it; if it is supposed to be buckled - buckle it; if it is supposed to be buttoned - button it; if it is suppose to be tied - tie it).
* Gloves must not be worn inside the school facilities.
* Sweat pants or jogging suits must not be worn.
* The basic dress must be solid tan Khaki (no green shades), navy or black pants, knee length skirts, walking shorts, or jumpers and a solid color long sleeve or short sleeve shirt with a collar (polo style, button down/dress style or

turtleneck. The top button may be worn unbuttoned.

* Only one-collared shirt must be worn at a time - no layering of shirts.
* One, solid color T-shirt may be worn as an undergarment and must be tucked in at all times.
* Clothing that indicates drug culture, gang membership, supports gang behavior, or is gang-identified will not be tolerated.
* No hooded items of any type are allowed to be worn inside the building.

***Pants Skirts I Shorts Jumpers***

* Students must wear solid tan khaki (no green shades), navy or black pants, knee-length walking shorts, skirts or jumpers.
* Cargo/painter pants/shorts are not allowed.
* Pants must be straight-legged or flared. Bell bottoms are not permitted. They are not to be tucked or rolled up over socks or shoes.
* Skirts, jumpers and shorts must be worn at or below the knee.
* Solid khaki (no green shades), navy or black Capri pants are permitted.
* Shorts must be dress-type. Sport shorts are not allowed.
* Pants must fit at the waist and not be undersized or oversized. Baggy pants, saggy pants, tights or pants made of spandex are prohibited. Pants more than one size larger than the body is considered oversized.
* Small logos (quarter size) on waistline or pockets of pants and shorts are allowed.
* Un-hemmed pants, frayed bottoms (more than 1 inch) and cutoffs are not allowed.
* **In** grades 5-12, pants with belt loops must have a belt.
* Belts must be appropriately sized and must be solid brown, black or navy.

***Shirts Sweaters I Coats***

* Students must wear a solid color long sleeve or short sleeve shirt with a collar (polo style, button down/dress style or turtleneck).
* Shirts must cover the entire upper body and be a contrasting color to pants.
* **No** cap sleeves or sleeveless shirts. There must be a seam under the arms.
* Shirts, approved by school administration, that represent school-based organizations will be allowed on designated days.
* Males, grade 5th through 12th, must have shirttails tucked in and belt line visible.
* Females can wear shirt-tails out, but they must extend to at least mid pocket area on the pants but not be below the bottom of the back pocket area
* Vests, sweaters, sweatshirts without hoods, and cardigans are permitted over the basic shirt (shirt collar must be visible). These items must be any sold color, waist length or longer.
* Heavy coats, heavy jackets and raincoats are not to be worn inside the building.
* Clothing with small (quarter size) manufacturers' logo and insignias are allowed.
* School logo and mascot on school-approved clothing is permitted.

***Footwear***

* Shoes can have heels no higher than one and one-half inches. Athletic shoes, dress shoes, crocs and boots are permitted.
* Shoes must be laced, tied, strapped and hooked.
* House shoes are not permitted.
* Flip-flops and sandals are not permitted.
* Laces must be the same color with only one pair of laces per shoe. Any athletic shoe or boot may be any color but must have only one pair of laces per shoe.

Shoe closures must be laced, tied, strapped, and/or hooked.

***Book Bags***

* Rolling book bags are not allowed unless medically necessary and approved by school administration. ***Headwear/ Earrings Jewelry Piercing***
* Clothing or jewelry that indicates drug culture, gang membership, supports gang behavior, or is gang-identified is not allowed.
* Students must not wear jewelry or hair accessories that may be construed as dangerous or distracting.
* Pierced jewelry must be limited to females only and earrings only: females may wear two pairs of earrings provided the earrings are not distracting or present a safety issue. Other pierced jewelry (real or look alike) is not allowed.
* Non-prescribed mouth accessories will not be allowed (i.e., no grills).
* Hats, toboggans, bandanas, head scarves, sweatbands, stocking caps, hair racks/combs, hair rollers, combs, rakes, do rags, and sunglasses cannot be worn in the building.
* All tattoos, brands and body piercing must be completely covered.

***Miscellaneous***

* Special Days (such as "Spirit Day," Homecoming) may be set aside by school administrators to allow variations in the dress code. Dates will be announced.
* Clothing must always be appropriate.
* Clubs - All clubs shall travel in adherence to the dress code. Field trips are included. Athletic teams shall dress in appropriate fashion - approved by school administrators.
* Sponsors are responsible for appropriate wear when special events are planned.

***Compliance*** */* ***Dress* Code *Consequences***

**First Violation**

Student will receive a verbal warning AND the student must call parent/guardian to bring appropriate clothing to school AND change clothing. Student will have until the following day to make up any work missed. A "Notice of Non-Compliance" will be mailed AND sent home with the student. This notice requires parent/guardian to call or come to school the day after receiving the notice for the purpose of discussing BSSD's dress code. Students who parent/guardian cannot or will not bring appropriate clothing to school will be place in in-school-suspension for the remainder of the day.

**Second Violation**

Student will receive one-day (1) of in-school suspension AND the student must call parent/guardian to bring appropriate clothing to school AND change clothing. Student who misses class due to the necessity of changing into clothing that meet dress code policy will be unexcused for the time missed. A "Notice of Non-Compliance" will be mailed AND sent home with the student. This notice requires parent/guardian to call or come to school the day after receiving the notice for the purpose of discussing BSSD's dress code.

**Third Violation**

Student will receive three (3) days of in-school suspension AND the student must call parent/guardian to bring appropriate clothing to school AND change clothing. Student who misses class due to the necessity of changing into clothing that meet dress code policy will be unexcused for the time missed. A "Notice of Non-Compliance" will be mailed AND sent home with the student. This notice requires parent/guardian to call or come to school the day after receiving the notice for the purpose of discussing BSSD's dress code.

**Fourth Violation**

Student will be assigned to Alternative School for a minimum of five (5) days AND the student must call, parent/guardian to bring appropriate clothing to school AND change clothing. Student who misses class due to the necessity of changing into clothing that meet dress code policy will be unexcused for the time missed. A "Notice of Non-Compliance" will be mailed AND sent home with the student. This notice requires parent/guardian to meet with school administrators BEFORE the student will be allowed to return to school.

***Exemptions***

A parent/guardian who objects to the BSSD dress code because of religious beliefs must obtain a copy of the dress code and request and exemption in writing.

The principal must accept or deny the request within two (2) school days. If the request is denied, the principal must provide a written explanation for his decision.

A parent/guardian can appeal the principal's decision, within two (2) days, to the Superintendent. The Superintendent must meet with the parent/guardian within five (5) school days of the receipt of the request and must render a decision within five (5) school days after meeting with parent/guardian.

If the request is denied, the Superintendent must provide a written explanation for his decision. *13 July 2007 (Rev.)*

Bradford Special School District reserves the right to amend dress code as deemed necessary.

***Book Bags***

* Rolling book bags are not allowed unless medically necessary and approved by school administration.

***Headwear/ Earrings Jewelry Piercing***

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* Students must not wear jewelry or hair accessories that may be construed as dangerous or distracting.
* Pierced jewelry must be limited to females only and earrings only: females may wear two pairs of earrings provided the earrings are not distracting or present a safety issue. Other pierced jewelry (real or look alike) is not allowed.
* Non-prescribed mouth accessories will not be allowed (i.e., no grills).
* Hats, toboggans, bandanas, head scarves, sweatbands, stocking caps, hair racks/combs, hair rollers, combs, rakes, do rags, and sunglasses cannot be worn in the building.
* All tattoos, brands and body piercing must be completely covered.
* Traditional hair color and hair style, no mohawks, etc.

***Miscellaneous***

* Special Days (such as "Spirit Day," Homecoming) may be set aside by school administrators to allow variations in the dress code. Dates will be announced.
* Clothing must always be appropriate.
* Clubs - All clubs shall travel in adherence to the dress code. Field trips are included. Athletic teams shall dress in appropriate fashion - approved by school administrators.
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*13 July 2007 (Rev.)*

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