



Parent and Student Handbook

2020 - 2021

Bache Martin Elementary School

2201 Brown Street
Philadelphia, Pa 19130
(215) 400-7550 Main Office, (215) 400-7551 Fax

Principal Mr. Mark Vitvitsky

Dear Parents and Guardians,

Welcome to Bache-Martin Elementary School. This handbook contains information we believe will be useful as your child progresses through Bache-Martin. It is our hope that this handbook will answer many of your questions. However, if you have a concern that deals specifically with your child's needs and progress, you are encouraged to contact your child's teacher. With your active help and support, we can work as partners in providing our children with the best educational environment possible. Please keep in mind our vision for the learning of all our students:

***Bache-Martin is an inclusive community
that strives to develop and empower all students
to achieve their greatest potential.***

A MESSAGE TO OUR STUDENTS

Bache-Martin is a very special place. We strongly believe that our students can achieve and attain their goals. We want you to know that we are all here to help you in every way possible so that your dreams can become realities. The first step is that you believe in yourself and know that you are important. You are somebody and you have a great future. The second step requires effort on your part and ours, and we must have mutual respect and understanding. Always remember, we are here for you and your parents. There is no problem we cannot solve together.



Daily Operations

🐾 BE RESPONSIBLE 🐾 School doors open everyday at **8:00 am** with school officially starting at **8:26 am**. The school day ends at **3:05 pm**. School personnel are on duty to supervise students beginning at 8:00 AM. **🐾 BE SAFE 🐾** Students should not arrive before 8:00 AM nor enter the building without supervision of the Bache-Martin staff. **🐾 BE RESPECTFUL 🐾** Please note that we do not have before school care, that teachers volunteer their time to open the school early so that all students can eat breakfast every day. We are unable to supervise students on the school grounds before **8:00 am**. Also, the main office will be open to parents at **9:00 am** with the exception of pre-scheduled meetings. We cannot service parents before 9:00 am without a scheduled meeting.

Arrival

Students in grades K - 4 should report directly to the **Martin Cafeteria** through the door on the corner of 23rd Street and Parrish Street **🐾 BE RESPONSIBLE 🐾**. Students will remain in their assigned seats **🐾 BE SAFE 🐾**.

Students in grades 5 - 8 should report directly to the **Bache Cafeteria** through the Bache front door at the corner of 22nd Street and Brown Street and go directly to the cafeteria via Stairwell B **🐾 BE RESPONSIBLE 🐾**. Once students enter the cafeteria they are to report to and remain in their assigned seats **🐾 BE SAFE 🐾**.

Bus Riders and students in our self contained programs will enter the building through the main entrance of the Martin building and report to their assigned admission location. **🐾 BE RESPONSIBLE 🐾 BE SAFE 🐾**

Breakfast:

Breakfast is provided to every student. Breakfast will take place before instructional hours from 8:00am to 8:20am. Breakfast service will stop at 8:20am with no exceptions 🐾 **BE RESPONSIBLE** 🐾. All students who arrive at school *before 8:20 am* will be ushered to the cafeteria to eat breakfast.

Dismissal:

- All students riding the bus or in our self contained programs are dismissed via the auditorium.
- Students attending an afterschool program will be escorted to their assigned location in the Martin cafeteria.
- Dismissal Locations:
 - **Kindergarten and 1st** Grade are dismissed on 22nd and Brown
 - **2nd Grade** is dismissed on 23rd and Brown
 - **3rd and 4th** are dismissed on 23rd and Parrish
 - **5 - 8th** are dismissed from the Bache Building main entrance on 22nd and Brown

🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾

Traffic Safety & Reminders



- Parents are **NOT** to park or idle in the **School Bus Loading Zone** in front of the **Martin Building** (the length of 22nd Street). The School Bus Loading Zone is to be used **ONLY** by school buses. Parking in this area causes unsafe conditions for our students 🐾 **BE SAFE** 🐾.
- During arrival and dismissal, **please refrain from double parking along the blocks around the school**. This is unsafe and can cause accidents for both our students who are walking and other drivers 🐾 **BE SAFE** 🐾.
- During admission and dismissal, refrain from approaching teachers to hold conferences. You may call the office and leave a message with the teacher to schedule an appointment 🐾 **BE RESPECTFUL** 🐾.

LATE PICK-UP GUIDELINES

- Call the office if there are extenuating circumstances and you will be late to pick up your child 🐾 **BE RESPECTFUL** 🐾.
- All students who are not picked up promptly at the end of the school day are to report to the Martin Cafeteria 🐾 **BE RESPONSIBLE** 🐾.
- Bache Martin will be tracking all late pick-ups and taking the necessary actions for continued late pick-ups 🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾.

ATTENDANCE POLICY



Regular attendance ensures the continuity of the educational program essential for growth. If your child is absent or sent to school late, it is the **responsibility of the parent** to notify the teacher in writing of the reason for the absence or lateness. *If your child is absent, you are required to submit a written note within three school days of the child's return 🐾 **BE RESPONSIBLE** 🐾. Failure to do so will result in the absence being coded "unexcused or illegal." After three unexcused/illegal absences, you will receive a C-31, which is a legal document stating your child's absences and a MTSS Plan will be initiated. Students with excessive excused absences and latenesses will also have an MTSS Plan initiated and may be sent to truancy court.*

If you are facing any challenges seek out support from the school and community. We are here to help. Your children can suffer academically if they miss more than 18 school days. That can be just one day every two weeks, and that can happen before you know it. At Bache Martin we want every student to attend school 95% of the time which means a student cannot be absent more than 9 times in the school year.

Medical, dental, or other business appointments should NOT be scheduled during the school day except in the case of an extreme emergency. If a student must have such an appointment, the student may be brought back to school on that same day by his/her parent if the appointment concludes before the end of the school day. There are no early dismissals for appointments or other reasons between 2:00 and 3:05 P.M. 🐾 **BE RESPECTFUL** 🐾 🐾 **BE RESPONSIBLE** 🐾.

Early Dismissals

If a student leaves early, the same reasons for lawful (excused) absences apply. Early dismissals for other reasons will be recorded as unlawful (unexcused). Again, we ask that you make every effort to schedule your child's medical appointments after school hours. Additionally, please see below for information pertaining to the ½ day policy as your child may not be marked present for the entire day 🐾 **BE RESPECTFUL** 🐾 🐾 **BE RESPONSIBLE** 🐾.

When it is necessary for a parent to request the early dismissal of his/her child, the parent/guardian or a responsible adult listed on the Emergency Contact Form (defined as 18 years or over with a valid state i.d.) must come to the Main Office and sign out the child. For safety reasons and per School District Policy, children cannot be excused alone. **PLEASE NOTE, WE ARE UNABLE TO HONOR EARLY DISMISSALS AFTER 2:00 PM 🐾 BE RESPECTFUL 🐾 BE SAFE 🐾 BE RESPONSIBLE 🐾**

Lateness and Half Day Policy

Students are considered late if they arrive after 8:26 am. Excessive lateness may result in an after school reflection and referral to the MTSS process as well as loss of activities for students. Parents who repeatedly bring students to school late may be excluded from chaperoning school trips and activities 🐾 **BE RESPONSIBLE** 🐾.

Students who arrive after 8:26 am must report to the front desk of their respective building via the front door and **retrieve a late slip 🐾 BE RESPECTFUL 🐾 BE SAFE 🐾**.

School District of Philadelphia Attendance and Lateness Policy states that: Students who come in **after 10:00 am are considered to be absent ½ day**. Doctor and any other appointment notes should accompany a child entering after 10:00 am to document an excused ½ day absence 🐾 **BE RESPONSIBLE** 🐾.

If you pick up your child before 1:00 pm your child is considered to be present ½ day. Doctor and appointment notes should accompany your child so that an excused absence can be noted. **Two half day absences equal a full day 🐾 BE RESPONSIBLE 🐾**.

Please refer to [Student Rights and Responsibilities](#) for more information.

Dress Code: Uniform Expectation

The School District of Philadelphia has adopted a mandatory uniform policy for all students in kindergarten through grade twelve. By fully embracing a uniform policy, we work purposefully to promote a positive school climate and instill self-pride in our students and school community

🐾 **BE RESPECTFUL** 🐾. All Bache-Martin students must wear their uniforms daily.

🐾 **BE RESPONSIBLE** 🐾 No hoodies are permitted. Our staff will work valiantly to ensure that all students are in uniform compliance. Students not in full compliance will have to be disciplined accordingly. For example, students may not be permitted to participate in school-sponsored activities.



Guidelines for Bache Martin's uniform are as follows:

- All students are to wear Navy Blue Polo Shirt (shirt must have a collar)
- Boys may wear Khaki Pants or Knee Length Shorts
- Girls may wear Khaki Pants, Skirts, Skorts, Jumpers or Shorts. All bottoms must be **knee length** 🐾 **BE RESPECTFUL** 🐾.
- Shoes or sneakers may be worn.
 - No sandals, slides or any footwear that does not have a closed toe and closed heel is prohibited. 🐾 **BE SAFE** 🐾.
- Students are not permitted to wear their jackets, hoodies, or coats in class. Cardigans and/or pullover sweaters and non-hooded sweatshirts are permissible during Fall and Winter and should be navy in color 🐾 **BE RESPECTFUL** 🐾.

GYM UNIFORMS FOR ALL GRADES

- Yellow Bache Martin Logo t-shirt **or** a navy t-shirt
 - Bache Martin Logo T-shirts can be purchased through the Home & School – for \$10.00 each
- Solid Navy Blue Sweat Pants (no pants with stripes)
- The gym uniform may **ONLY** be worn on gym day 🐾 **BE RESPECTFUL** 🐾 **BE SAFE** 🐾

No Hoodies, jackets, or outerwear will be allowed to be worn in the building. Jeans, jeggings, or tights are also not permitted. Students may not wear head wear (with the exception of religious attire), caps/hats or sunglasses of any kind in the building. 🐾 **BE RESPECTFUL** 🐾

The dress code for our students reflects the importance of school as a place for focused work. We are striving for excellence in every aspect of school life, and we appreciate your cooperation. There is a definite correlation between students' appearance and their performance. For students not in uniform, the uniform exchange program will be implemented (or parents may be contacted and required to bring the student's uniform to the school). Failure to follow the school uniform policy will result in, but is not limited to, the following consequences. 🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾

- Parent notification of the violation of School District policy
- After school reflection
- Loss of privilege

We feel that children should develop pride in how they present themselves. One important expression of that pride is in grooming and appropriate dress. We appreciate your support of our efforts to help your child become the kind of mature person who displays pride in self.



Parental Involvement

At Bache Martin Elementary, we stress character education, goal setting, creative spirit and student recognition. Bache Martin's success lies in a deep commitment to building the whole child. This success begins with the entire school community working together for the academic, social and personal growth of our students. A Bache Martin Elementary student requires the support of both home and school community working together with each part of the team respecting and responding appropriately to our children's needs. 🐾 **BE RESPECTFUL** 🐾

Visitor's Policy

Building Security

The focus will be to maintain a safe and secure learning environment for all students. The main entrances to both the Martin Building and the Bache Building are on 22nd Street. These are the ***only*** doors from which parents and visitors are permitted to enter and leave the buildings 🐾 **BE SAFE** 🐾. All other doors must be secured during school hours. **Hours for parent visitors 9:00 AM-2:45 PM**. All other business must be scheduled with an administrator 🐾 **BE RESPECTFUL** 🐾. All visitors must adhere to the Bache-Martin Visitor Protocol, which is prominently posted at the main entryway and front desk of both the Martin and Bache buildings.

Admission Acceptance

Parents will be permitted to enter the building at 8:45 AM with proper identification if they are attending a class trip. All parents entering the building must enter through the Martin Building entrance where they sign in at the front desk as well as the main office. Please identify your business when approaching a staff member to enter the building. 🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾

Visitors to the School

- All visitors, parents and volunteers entering the building are required to show photo identification prior to entering the building, sign-in at the front desk, then report directly to the Main Office. ***ALL VISITORS MUST REPORT TO THE MAIN OFFICE IN THE MARTIN BUILDING TO OBTAIN A VISITOR'S PASS.*** 🐾 **BE RESPECTFUL** 🐾 **BE SAFE** 🐾
- Please **wear the visitor's badge** during your visit to the school. 🐾 **BE SAFE** 🐾
- No one should report to a classroom without first obtaining a visitor's pass from the main office. Any failure by a visitor to follow these directives will be reported to the principal and may result in the school being placed in a Lock Down. 🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾
- Parents are NOT permitted to walk students to class or pick them up from classrooms. This will ensure the safety of ALL children. 🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾
- If parents wish to confer with a teacher or visit a classroom, the courtesy of an appointment must always be afforded 🐾 **BE RESPECTFUL** 🐾.
- All visitors must adhere to the district's health and safety guidelines as a result of COVID- 19, which includes but is not limited to, wearing a mask. Visits to your child's school should be scheduled in advance whenever possible.

Failure to comply could result in exclusion from the building, police notified, and trespassing charges filed. The safety of every student is our first priority! 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾

ALL VISITORS TO BACHE MARTIN SCHOOL MUST SHOW PHOTO IDENTIFICATION BEFORE ENTERING THE BUILDING AND WHEN REQUESTED BY SCHOOL PERSONNEL

Responsibilities of Parents/Guardians and Advocates

Parent expectations while on school property



According to Philadelphia City Ordinance, state law and school board policies, smoking is not permitted in school buildings or anywhere on school property. This includes school yards and the sidewalk around the perimeter of the school. Please, be mindful of the health and safety of all of the students in our school community 🐾 **BE RESPECTFUL** 🐾 **BE SAFE** 🐾.

- Respect all members of the school community
- Respect, understand, and support school rules and regulations.
- Respect, understand, and support the policies of the School District of Philadelphia.
- Recognize and understand that school personnel must enforce school rules.
- Teach children to respect the rights of others and follow school rules.
- Emphasize the importance of being prepared for school and adhering to school rules to foster academic success.

🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾

How to Best Support Your Child's Education

Be at the heart of your child's learning.



Our goal at Bache Martin Elementary School as a staff is to prepare our students to be independent lifelong learners. We enjoy working with families to reach each individual student's potential. Part of this process is allowing students to learn on their own and take responsibility for their education and their actions.

There is research about the long term effects on students' success and self esteem when they do not learn independence and responsibility. If a child does not have the opportunity to

learn from their mistakes or take a risk, they may feel they are incapable and lose their motivation to succeed.

As a staff, we have certain expectations about what a child should be taking responsibility for and areas where parent support is important. We hope to make the home-school link as strong as possible. Our teachers and families provide incredible support to students, and we have guidelines about creating the responsibility for the child and helping them become more independent.

We expect that all parents/guardians are maintaining a priority of the following:

- Students arrive to school on time (no earlier than 8:00 and no later than 8:26) every day
🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾.
- If a student is absent, parents are encouraged to message the homeroom teacher through email or Class Dojo. Parent must present a written note within 3 days of the absence
🐾 **BE RESPONSIBLE** 🐾.
- Provide advance notice for known absences or appointments. Families should schedule vacations during school breaks/holidays
🐾 **BE RESPONSIBLE** 🐾.
- Students are well-rested and fed before coming to school each day.
- Students are prepared for school with appropriate materials, homework and lunch.

- Student has a place and time to complete homework each night 🐾 **BE RESPONSIBLE** 🐾..
- Parents support the completion of homework by clarifying directions and allowing the student to complete the work independently.
- Parents read school newsletters, handbook, and teacher newsletters, notes and emails.
- Parents notify the school office and teacher if there are significant changes at home or with contact information 🐾 **BE RESPONSIBLE** 🐾.
- Make afternoon plans for your children before school 🐾 **BE RESPONSIBLE** 🐾.
- We do not encourage bringing forgotten items to school for intermediate students, but if you must, please drop it by the office instead of going to the classroom, as this practice could interfere with safety of all members of our school community 🐾 **BE RESPONSIBLE** 🐾.
- For the safety of our children, visitors are always required to check in at the main office in the Martin Building 🐾 **BE SAFE** 🐾.
- As always, please contact the teacher in person or by email or phone if you have any questions.

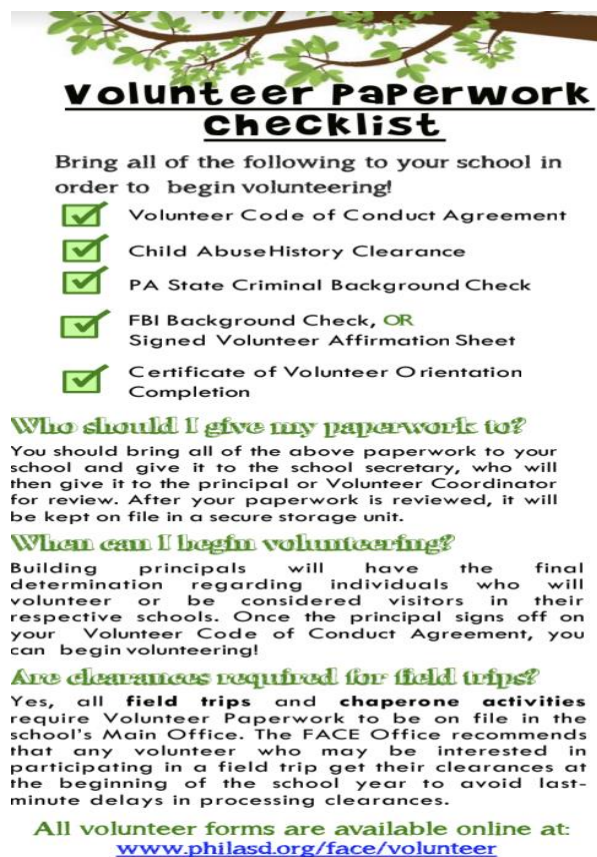
We also expect that all adults are encouraging independence and responsibility and setting an example in their actions and interactions. Our grade-level teams have developed lists of guidelines in terms of how to best support your student.

Volunteer and Chaperones Protocol

The Pennsylvania General Assembly has made significant amendments to the Child Protective Services Law. Under the new Act 15 (formerly Act 153) of the Pennsylvania's Child Protective Services Law, all current school district employees, volunteers and contractors must obtain the following clearance and background checks every 60 months (five years)

🐾 **BE SAFE** 🐾.

PA Criminal Background Check - <https://epatch.state.pa.us>
 (cost free) **PA Child Abuse History Clearance** -
www.compass.state.pa.us/cwis/public/home (cost free)
FBI Fingerprinting (federal background check)
www.pa.cogentid.com or a signed Disclosure Statement
 Application for Volunteers if you have lived in Pennsylvania for the last 10 years. (Cost \$24.25).



Volunteer Paperwork Checklist

Bring all of the following to your school in order to begin volunteering!

- ☒ Volunteer Code of Conduct Agreement
- ☒ Child Abuse History Clearance
- ☒ PA State Criminal Background Check
- ☒ FBI Background Check, **OR** Signed Volunteer Affirmation Sheet
- ☒ Certificate of Volunteer Orientation Completion

Who should I give my paperwork to?
 You should bring all of the above paperwork to your school and give it to the school secretary, who will then give it to the principal or Volunteer Coordinator for review. After your paperwork is reviewed, it will be kept on file in a secure storage unit.

When can I begin volunteering?
 Building principals will have the final determination regarding individuals who will volunteer or be considered visitors in their respective schools. Once the principal signs off on your Volunteer Code of Conduct Agreement, you can begin volunteering!

Are clearances required for field trips?
 Yes, all field trips and chaperone activities require Volunteer Paperwork to be on file in the school's Main Office. The FACE Office recommends that any volunteer who may be interested in participating in a field trip get their clearances at the beginning of the school year to avoid last-minute delays in processing clearances.

All volunteer forms are available online at:
www.philasd.org/face/volunteer

VISITATION, ADULT BEHAVIOR AND BARRING NOTICES



The main office is located in the Martin Building and is **open Monday-Friday between 9:00 AM and 2:45 PM**. Please be sure to conduct all office business between these

designated times 🐾 **BE RESPECTFUL** 🐾. All visitors including parents, should come to school for a purposeful reason 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾.

Visitors are required to stop by the main office to obtain a visitors pass and state the reason for their visit. No visitor is permitted into the building prior to **9:00 A.M** 🐾 **BE SAFE** 🐾. Parents are not able to see any Bache Martin staff member without a scheduled

appointment 🐾 **BE RESPECTFUL** 🐾. Parents, guardians and other visitors are not permitted to walk students to classrooms or through the hallways. All adults in the building are expected to behave in an appropriate and respectful manner at all times. This includes parents and visitors.

All visitors are asked to refrain from cell phone usage in the main office. In addition, visitors are also expected to be mindful of noise levels, language use, and maintain a professional and calm tone at all times when on school property including the schoolyard 🐾 **BE RESPECTFUL** 🐾.

Bache Martin administration has the authority to grant or deny a person's ability to enter the school and/or its premises. Any person who attempts to impair or disrupt the school program, activity or event, or whose conduct on school property jeopardizes the safety and security of our stakeholders, or endangers school property, will be treated as a trespasser 🐾 **BE SAFE** 🐾. That person will be asked to leave school grounds, and will receive a letter approved by the legal department of the School District of Philadelphia barring them from school grounds for the future. That person could be subject to arrest and prosecution. Students who have been coded absent or suspended from school are considered trespassing if they are on school premises unescorted by an adult.

Adults should NEVER address children other than their own. If you have any school concerns or issues, you must fill out a Parent Concern Form in the Main Office (even if you speak/spoke to a staff member). Please allow a 24-hour turn around after the investigation for a staff member to address the problem. 🐾 **BE RESPECTFUL** 🐾 **BE RESPONSIBLE** 🐾 **BE SAFE** 🐾

PARENT/GUARDIAN CONCERN PROCEDURE

The Chain of Command For Problem Solving

Basic Principles

1. If you are angry, take a few moments to breathe and think about what you need from us. We are here to help. It's easiest for us to help when you can clearly share with us what has happened.
2. Collect accurate facts and speak with a trusted person to help understand the situation.
3. **Report to the Main Office (after 9:00 AM) and fill out a Parent Concern Form and request a copy for your records.**
4. Please refrain from verbal complaints to Principal Vitvitsky and any other administrator. Document the concern on our school form for accountability and communication purposes. Please adhere to your child's team to support you with any issue you may encounter. Your child is important to us, therefore, tracking the issue through a system is critical in supporting you and your child.
5. Allow 24 hours for a proper investigation.
6. Communicate calmly and clearly your feelings about the situation.
7. Listen to the other side to gain understanding.
8. Maintain a willingness to work together for your child's benefit.
9. Parent meeting will be conducted IF NECESSARY after investigation and notes will be taken (request a copy for your records).

 **BE RESPECTFUL**  **BE RESPONSIBLE**  **BE SAFE** 

Steps in the Communication Chain

Teacher

1. Work to maintain regular and polite communication with your child's teacher to address concerns as they arise. Teachers welcome any information that will assist them in meeting your child's needs. Most problems or concerns are resolved by speaking with your child's teacher directly.
2. Contact your child's teacher by note, email or voicemail indicating the nature of your concern and suggest a method and time for contacting you. By doing so, the teacher can be prepared with any necessary information when contacting you.
3. Let the teacher know when teaching strategies or assignments have been particularly effective for your child. Share any work your child has done beyond homework assignments with the teacher.

 **BE RESPECTFUL**  **BE RESPONSIBLE**  **BE SAFE** 

Directors of Students Services




1. Please complete a Parent Concern Form. This will allow you to communicate in writing your concerns about the situation.
2. The Teacher or Director of Student Services will contact you within 24 hours to discuss your concerns. She/he will support you in coming to a resolution with all parties involved.

Principal

1. Administrators are responsible for instructional leadership. If you and your child's teacher have been unable to affect a satisfactory solution to a problem, you may contact the principal. Depending on the nature of the problem, you may want to include the teacher and/or your child in a meeting.
2. Refer to the above Basic Principles for guidelines in meeting with the building principal.

SWPBIS Initiative

Bache Martin follows a School-Wide Positive Behavior Incentives and Supports (PBIS) program. SWPBIS is a decision-making framework for school systems to implement in order to improve student academic and behavioral outcomes by using universal language and expectations, consistent behavioral teaching practices, consistent behavioral response guidelines, and data to guide procedural and policy decisions. Research suggests that by having consistent expectations across the school, explicitly teaching behavioral expectations, acknowledging expected behaviors, and handling behavioral violations consistently, the school environment can be positively impacted. PBIS is not a curriculum or a single intervention – it is a change in the school system's climate.

Through the SWPBIS program students will be able to [show their “Tiger Pride”](#) by ensuring that they are  [RESPECTFUL](#)  [RESPONSIBLE](#)  [SAFE](#). Students will earn [Tiger Tickets](#) be able to cash their tickets in for purchases at the School Store and different incentives such as dances, parties, and other fun activities.

Please reference the  [SWPBIS Implementation Guide](#)  for more information!

Code of Conduct

Bache-Martin is committed to following the policies and procedures outlined in The School District of Philadelphia's Code of Student Conduct. It specifically states the following:

Responsibilities of Students

BE RESPECTFUL

- Respect all members of the school community

BE RESPONSIBLE

- Understand and comply with school rules and climate expectations, including the Code of Student Conduct and School Student Handbook.
- Comply with the School District's attendance, dress code, unlawful harassment, and bullying policies.
- Be responsible and accountable for following rules.

BE SAFE

- Behave in a manner that focuses on academic success.

Bache Martin School Progressive Discipline Procedures

Students who engage in behaviors that endanger school safety or disrupt the educational experience of others may be subject to discipline in accord with the Code of Conduct. The below Progressive Discipline chart shall be used as a general guide and framework for discipline at Bache Martin.

The School District of Philadelphia is committed to achieving educational equity and reducing disproportionality in discipline.

Parents/Guardians who have any questions or concerns related to discipline are encouraged to contact the school principal and/or the Office of Student Rights and Responsibilities (<https://www.philasd.org/studentrights/>).

Suspension Procedures

According to Pennsylvania law, suspension is defined as the denial to a student of the right to attend school and to take part in any school function for any period of up to ten (10) days. Suspensions must be preceded by notification to the student and parent/guardian in writing. For the purposes of The School District of Philadelphia's Code of Student Conduct, suspensions comprise three categories: in-school, short-term, and long-term.

In-School Suspensions

In-school Suspension is an exclusion from a classroom for disciplinary purposes that allow a student to remain under the direct supervision of school personnel.

Direct supervision means school personnel are physically in the same location as students under their supervision.

Out-of-School Suspensions

Kindergarten, first, and second grade students may NOT be suspended unless their actions result in serious bodily injury. Serious bodily injury is defined as bodily injury that involves (1) a substantial risk of death; (2) extreme physical pain; (3) protracted and obvious disfigurement; or (4) protracted loss or impairment of the function of a body part, organ, or mental faculty. In order to prove serious bodily injury, the school must provide medical documentation to the Office of Student Rights and Responsibilities to determine if it constitutes serious bodily injury. Please consult with the Office of Student Rights and Responsibilities as well as the assigned assistant superintendent before issuing any suspension for a student in grades kindergarten, first and second. In lieu of suspension, the student must be referred to the counselor for a meeting to discuss appropriate behavioral or behavioral health interventions and supports.

Short-term Suspension is an exclusion from school and/or any school activity or function for a period of three or fewer school days. Students who are suspended must meet with the principal or designee prior to the suspension. During the conference, the student has the right to the procedures described under Student Conference Procedures outlined in this code of student conduct.

Long-term Suspension is an exclusion from school and/or any school activity or function for a period of four to 10 school days. Students who are given a long-term suspension are to participate in a student conference and a parent/guardian conference. Prior approval by the deputy chief of the

Office of Student Rights and Responsibilities and/or the assigned assistant superintendent is required for all suspensions exceeding five school days.

Parent Conference Procedures

At parent conferences, parents/ guardians can expect that school administrators will adhere to the following protocol:

1. Notice of a conference must be provided to the parent/guardian in their preferred language in writing and either hand-delivered to the home, sent by certified mail, faxed, emailed, or communicated by other reasonable means.
2. When a student is suspended, a parent/guardian conference must be held no later than day three of the suspension.
3. At the conference, the parent/guardian or caregiver may request to review and have a copy of the student's records and any witness statements, with other student names and information redacted. (Photographs and video recordings of incidents may be shown to parents/guardians but copies will not be provided.)
4. School administrators will discuss the student's problem behavior and ways to correct it.
5. School administrators will inform the parent/guardian of any further disciplinary action.
6. Schoolwork for students with more than a four (4) day suspension must be provided to the parent/guardian at the conference, which is due upon reinstatement.

Digital Learning Expectations

While engaging in digital learning, the School District of Philadelphia will continue to strive to provide a healthy, safe, and positive learning environment for all of our students. To promote these conditions, school community members will still be held to the expectations and responsibilities that are outlined in this document.

Guidance for Parents

As always, support from parents/guardians is essential for our students to succeed. Parents can use the parent portal and email to communicate with teachers about student academic progress.

The safety of our students is of highest priority to the School District. We encourage parents and guardians to review responsible and safe usage of technology with their children. For example, remind your child(ren) not to share their passwords, their location, or any personal information on the internet. Additionally, some internet sites have content that is inappropriate for children so we encourage parents/guardians to regularly monitor the websites their children are visiting.

If you identify a security and/or safety problem with the school's computers and/or educational platform, please notify a school administrator (i.e. principal, assistant principal) immediately.

Parents should ensure that students can participate in digital learning in a space that is conducive for learning and success.

Guidance for Students

Students can help to make digital learning a success by abiding by these core responsibilities:

Respect all members of the school community

Understand and comply with school rules and expectations

Behave in a manner that focuses on academic success

Protect your passwords - passwords should be kept secret from everyone except your parents

Fully and appropriately dressed for class

The following behaviors are considered violations of the Code of Conduct:

Inappropriate use of an electronic device - this includes sexting (sending sexual images or videos), videotaping

fights, videotaping someone in a place where they have an expectation of privacy, or posting content that impacts the school community in a negative manner.

- Destruction of property- this includes the damaging or defacing of school property or the personal property of another school community member.
- Photographing/recording others during class sessions - this includes sharing or posting photographs and/or recordings on any online forum.
- Cheating/Plagiarism -this includes copying or plagiarizing content from the internet or from a classmate.

Bullying and cyberbullying - this includes repeated intentional conduct that is directed at another student or students and has one of the following effects: (1) substantially interfere with a student's education, (2) creates a hostile learning environment, and (3) substantially disrupts school operation.

- Harassment - this includes verbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. **Students should be mindful that their clothing, artwork, posters or other items visible to the online classroom may be considered offensive or could violate the harassment policy.*
- Sexual harassment - this includes any unwelcome conduct of a sexual nature such as unwelcome sexual advances, spreading sexually charged rumors, requests for sexual favors, sending or requesting explicit or obscene images/videos.
- Profane or obscene language or gestures - this includes cursing or using disrespectful, insulting or explicit language/gestures.

Students who engage in behaviors that endanger school safety or disrupt the educational experience of others may be subject to consequences in accordance with the Code of Conduct.

Guidance for Schools on Discipline

During the time of distant learning, it is important that schools strive to use school-based interventions to modify disruptive behavior. Office Discipline Referrals should still be documented. If a student exhibits egregious behavior that potentially puts others at risk the Principal should reach out to the Assistant Superintendent and the Deputy Chief for the Office of Student Rights and Responsibilities to discuss possible behavioral interventions.

BACHE-MARTIN PROGRESSIVE DISCIPLINE CHART

For all violations of the Code of Conduct, in school interventions should be implemented as means to modify student behavior

• Suspensions should be utilized as a last resort if in school interventions have proven unsuccessful

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
	Noncompliance 3 warnings = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact DSS involved No participation in school activities for 2 weeks Mandatory Parent conference 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Calling Out 3 warnings = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies After school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies DSS Involved Mandatory Parent conference 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Disruption 3 warnings = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies After school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies DSS Involved Mandatory Parent conference 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Disrespect 1 occurrence = 1 offense	<ul style="list-style-type: none"> Classroom management strategies After school/ lunch reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Parent contact DSS involved Mandatory parent conference 	<ul style="list-style-type: none"> Classroom management strategies Parent contact DSS involved Suspension 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Use of Electronic Devices 1 occurrence = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Parent contact Electronic device is retained by DSS and returned at the end of the school day 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Parent contact Electronic device retained by DSS and returned at parent conference 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Parent contact Electronic device retained with DSS until the last day of school and returned to a parent 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
	Eating, Drinking, Chewing Gum 3 warnings = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Parent contact DSS involved Mandatory Parent conference 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Inappropriate Language 3 warnings = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection DSS involved No participation in school activities for 2 weeks Mandatory Parent conference 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Minor Vandalism 1 occurrence = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact Restitution 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact DSS involved Restitution 	<ul style="list-style-type: none"> Classroom management strategies DSS involved No participation in school activities for 2 weeks Mandatory Parent conference 	<ul style="list-style-type: none"> MTSS/ Behavior Referral Process
	Out of Seat 3 warnings = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Parent contact DSS involved Mandatory parent conference
	Dress Code Infraction 1 occurrence = 1 offense	<ul style="list-style-type: none"> Student will be given the appropriate uniform Parental contact After school Reflection 	<ul style="list-style-type: none"> Student will be given the appropriate uniform Parental contact After school Reflection 	<ul style="list-style-type: none"> Student will be given the appropriate uniform Parental contact After school Reflection Mandatory parent conference DSS involved 	
	Tardy 1 occurrence = 1 offense	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Lunch/after school reflection Teacher student conference Parent contact 	<ul style="list-style-type: none"> Classroom management strategies Parent contact Mandatory parent conference 	

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
	Walking Out of Class/Eloping/running in the halls 1 occurrence= 1 offense	<ul style="list-style-type: none"> • Student will be escorted back to class • Classroom management strategies (i.e. Make-up missed minutes with teacher) • Parent contact • After school Reflection 	<ul style="list-style-type: none"> • Student will be brought back to class • Classroom management strategies • Parent contact • After school Reflections • DSS involved 	<ul style="list-style-type: none"> • Student will be brought back to class • Classroom management strategies • Mandatory parent conference • After school community service • DSS involved 	<ul style="list-style-type: none"> • Student will be brought back to class • Classroom management strategies • Mandatory parent conference • Daily Report for 2 weeks • Student will not be allowed to participate in school activities for two weeks

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
1	Profane or obscene language or gestures <ul style="list-style-type: none"> Students who curse or use disrespectful, insulting or sexually explicit 	<ul style="list-style-type: none"> Classroom Management Strategies: Lunch/After School Reflection/ Writing Assignment, 1 to 1 Conference Parental Notification 	<ul style="list-style-type: none"> Management Strategies: Lunch/After School Reflection/ Writing Assignment, 1 to 1 Conference Parental Notification 	<ul style="list-style-type: none"> Classroom Management Strategies: Lunch/After School Reflection, Writing Assignment, 1 to 1 Conference, Buddy Teacher, etc. Parental Notification No participation in school activities (2 weeks) 	<ul style="list-style-type: none"> Mandatory Parent Conference No participation in school activities- 2 weeks Harassment Incident filed with the Office of General Council
2	Inappropriate use of an electronic Device <ul style="list-style-type: none"> Students who engage in acts including but not limited to sexting (sending sexual images or videos), videotaping fights, videotaping someone in a place where they an expectation of privacy, or posting content that impacts the school community in a negative manner. 	<ul style="list-style-type: none"> Yield device to the teacher Termination of use for the 2 weeks Parent Notification Reflection Possible Suspension (3-8) DSS involved 	<ul style="list-style-type: none"> Yield Device to the teacher Termination of use for 1 month Parent Notification/Mandatory Conference After school Reflection Possible Suspension (3-8) DSS involved 	<ul style="list-style-type: none"> Termination of use for 3 months. Parent Notification/ Mandatory Conference Possible Suspension (3-8) DSS involved 	<ul style="list-style-type: none"> Termination of use for the remainder of the school year Mandatory Parent Conference Possible Suspension (3-8) DSS involved
3	Forgery/Alteration of grades, excuse notes, or school documents <ul style="list-style-type: none"> Students who reproduce the signature of another with the intent to deceive or who alter official school records such as grades, attendance or reports. 	<ul style="list-style-type: none"> Parental Notification One Hour Community Service DSS involved 	<ul style="list-style-type: none"> Parental Notification and mandatory meeting 2 Hour Community Service sessions (3-8) Possible Serious Incident Report 	<ul style="list-style-type: none"> Parental Notification and mandatory meeting 2- Day Suspension (3-8) Possible Serious Incident Report 	<ul style="list-style-type: none"> Parental Notification and mandatory meeting 2- Day Suspension (3-8) Possible Serious Incident Report Student will be recommended for STS, SAP
4	Cheating <ul style="list-style-type: none"> Students who submit or intend to submit work that is not their own. 	<ul style="list-style-type: none"> Parental Notification One Hour Community Service DSS involved 	<ul style="list-style-type: none"> Parental Notification One Hour Community Service DSS involved 	<ul style="list-style-type: none"> Parental Notification One Hour Community Service DSS involved 	<ul style="list-style-type: none"> Parental Notification and mandatory meeting 2- Day Suspension (3-8) Student will be recommended for STS, SAP referral

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
5	Unauthorized Entry Into School Property <ul style="list-style-type: none"> Students who gain entry to a school building or who allow others into a school building via an unauthorized door or at an unauthorized time. 	COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830			
6	Destruction of Property (Totaling less than \$100) <ul style="list-style-type: none"> Students who damage or deface school property or the personal property of another school community Member. If the destruction of property was accidental, this should be taken into consideration when determining a consequence. 	<ul style="list-style-type: none"> RESTITUTION Parental Notification 1 hour of Community Service/after school reflection Strategic Intervention to Modify Behavior 	<ul style="list-style-type: none"> RESTITUTION Parental Notification and mandatory meeting 2 hours Community Service (3-8) 60 minutes community service (K-2) 	<ul style="list-style-type: none"> RESTITUTION Parental Notification and mandatory meeting 1 day suspension (3-8) Serious Incident Filed 	<ul style="list-style-type: none"> RESTITUTION 2 day suspension (3-8) Serious Incident Filed- Disciplinary Transfer Recommended (6-8)
7	Destruction of property (Totaling \$100 or more) <ul style="list-style-type: none"> Students who damage or deface school property or the personal property of another school community member. If the destruction of property was accidental, this should be taken into consideration when determining a consequence. 	<ul style="list-style-type: none"> RESTITUTION Parental Notification 1 hour of Community Service/after school reflection Strategic Intervention to Modify Behavior 	<ul style="list-style-type: none"> RESTITUTION Parental Notification and mandatory meeting 2 hours Community Service (3-8) 60 minutes community service (K-2) 	<ul style="list-style-type: none"> RESTITUTION Parental Notification and mandatory meeting 1 day suspension (3-8) Serious Incident Filed 	<ul style="list-style-type: none"> RESTITUTION 2 day suspension (3-8) Serious Incident Filed- Disciplinary Transfer Recommended (6-8)
8	Theft (Less than \$100) <ul style="list-style-type: none"> Students who take school property or the personal property of another school community member. 	<ul style="list-style-type: none"> RESTITUTION Parental Notification 1 hour of Community Service/after school reflection Strategic Intervention to Modify Behavior 	<ul style="list-style-type: none"> RESTITUTION Parental Notification and mandatory meeting 2 hours Community Service (3-8) 60 minutes community service (K-2) 	<ul style="list-style-type: none"> RESTITUTION Parental Notification and mandatory meeting 1 day suspension (3-8) Serious Incident Filed 	<ul style="list-style-type: none"> RESTITUTION 2 day suspension (3-8) Serious Incident Filed- Disciplinary Transfer Recommended (6-8)

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
9	Theft (More than \$100) • Students who take school property or the personal property of another school	<ul style="list-style-type: none"> • RESTITUTION • Parental Notification • 1 hour of Community Service/after school reflection • Strategic Intervention to Modify Behavior 	<ul style="list-style-type: none"> • RESTITUTION • Parental Notification and mandatory meeting • 2 hours Community Service (3-8) • 60 minutes community service (K-2) 	<ul style="list-style-type: none"> • RESTITUTION • Parental Notification and mandatory meeting • 1 day suspension (3-8) • Serious Incident Filed 	<ul style="list-style-type: none"> • RESTITUTION • 2 day suspension (3-8) • Serious Incident Filed- Disciplinary Transfer Recommended (6-8)
10	Extortion (Must be by use of threatened force) • Students who obtain money, property, or services from another school community member by expressed or implied threat of force.	COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 Restitution			
11	Robbery (Must be by use of force) • Students who take or attempt to take the property of another student or school community member by force, threat of force, or by putting the victim in fear.	COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 Restitution			
12	Mutual fighting • Students who willingly engage in a one on one physical altercation.	<ul style="list-style-type: none"> • Student will be required to participate in a community conferencing session • Student will not be allowed to participate in school activities (recess and afterschool clubs) for one week • Strategic Intervention to Modify Behavior • Possible Suspension • DSS involved 	<ul style="list-style-type: none"> • Student will be required to participate in a community conferencing session • Student will be required to enter the “check-in/ check-out” process for one week • Student will be required to perform 2 hours of community service at Bache Martin (3-8) • Student will not be allowed to participate in school activities (recess and afterschool clubs) for two weeks • After school Reflections (3-8) • Buddy Room (K-2) 	<ul style="list-style-type: none"> • Student will be required to participate in a community conferencing session • Student will be required to enter the “check-in/ check-out” process for two weeks • Student will be required to perform 2 hours of community service at Bache Martin • Student will not be allowed to participate in school activities for two weeks • Out of School Suspension (3-8) 	<ul style="list-style-type: none"> • Student will be assigned out of school suspension (3-8) • Student will be recommended for STS, SAP • Student will be recommended for a disciplinary transfer (6-8)

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
13	Mutual group fight <ul style="list-style-type: none"> Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as aggressors or victims. 	<ul style="list-style-type: none"> Student will be required to participate in a community conferencing session Student will not be allowed to participate in school activities (recess and afterschool clubs) for one week Strategic Intervention to Modify Behavior Possible Suspension DSS involved 	<ul style="list-style-type: none"> Student will be required to participate in a community conferencing session Student will be required to enter the “check-in/ check-out” process for one week Student will be required to perform 2 hours of community service at Bache Martin (3-8) Student will not be allowed to participate in school activities (recess and afterschool clubs) for two weeks After school Reflections (3-8) Buddy Room (K-2) 	<ul style="list-style-type: none"> Student will be required to participate in a community conferencing session Student will be required to enter the “check-in/ check-out” process for two weeks Student will be required to perform 2 hours of community service at Bache Martin Student will not be allowed to participate in school activities for two weeks Out of School Suspension (3-8) 	<ul style="list-style-type: none"> Student will be assigned out of school suspension (3-8) Student will be recommended for STS, SAP Student will be recommended for a disciplinary transfer (6-8)
14	Instigation and/or participation in a group assault <ul style="list-style-type: none"> Students who intimate or participate in an assault by multiple students on one or more other students. This is a physical confrontation in which participants can clearly be identified as aggressors and victims. 	COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830			

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
15	Simple assault <ul style="list-style-type: none"> Students who intentionally and without provocation, hit, punch, or kick a school community member. This does not include accidental physical contact such as a teacher being struck while breaking up a fight. 	<ul style="list-style-type: none"> Student will be required to participate in a community conferencing session Student will not be allowed to participate in school activities (recess and afterschool clubs) for one week Strategic Intervention to Modify Behavior Possible Suspension DSS involved 	<ul style="list-style-type: none"> Student will be required to participate in a community conferencing session Student will be required to enter the “check-in/ check-out” process for one week Student will be required to perform 2 hours of community service at Bache Martin (3-8) Student will not be allowed to participate in school activities (recess and afterschool clubs) for two weeks After school Reflections (3-8) Buddy Room (K-2) 	<ul style="list-style-type: none"> Student will be required to participate in a community conferencing session Student will be required to enter the “check-in/ check-out” process for two weeks Student will be required to perform 2 hours of community service at Bache Martin Student will not be allowed to participate in school activities for two weeks Out of School Suspension (3-8) 	<ul style="list-style-type: none"> Student will be assigned out of school suspension (3-8) Student will be recommended for STS, SAP Student will be recommended for a disciplinary transfer (6-8)
16	Causing serious bodily injury <ul style="list-style-type: none"> Students who intentionally engage in an act that causes serious bodily injury to another school community member. Serious bodily injury must be supported with documentation from a medical professional. 	Yield device COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830			
17	Inappropriate touch <ul style="list-style-type: none"> Students who engage in unwanted touching of another school community member either with their own body or with an object. Examples can include hugging or other touching that may not be sexual in nature. 	<ul style="list-style-type: none"> Parent Conference Counselor Referral Strategic Instruction to Modify Behavior Reflection Buddy Room (K-2), Out of School suspension/Disciplinary transfer DSS involved 	<ul style="list-style-type: none"> Parent Conference Counselor Referral Strategic Instruction to Modify Behavior Buddy Room (K-2) Possible Out-of-school suspension/Disciplinary Transfer 	<ul style="list-style-type: none"> Parent Conference Counselor Referral Strategic Instruction to Modify Behavior Possible Out-of-School Suspension/Disciplinary Transfer 	<ul style="list-style-type: none"> Student will be recommended for a disciplinary transfer (6-8)

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
18	<p>Bullying/ Cyberbullying</p> <ul style="list-style-type: none"> • Bullying is repeated intentional conduct (physical, psychological, verbal, nonverbal, written, or electronic) that is directed at another student or students. It could happen in or outside of a school setting, is severe, persistent or pervasive, and has one of the following effects: <ol style="list-style-type: none"> (1) substantially interfere with a student's education, (2) creates a hostile learning environment, (3) substantially disrupts school operation. • Bullying 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). • Cyberbullying occurs through electronic communication devices including but not limited to social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dash boards, or web sites. 	<ul style="list-style-type: none"> • Parental Notification • Student's name is added to a bullying watch list • Student will be required to participate in community conferencing session • Strategic Intervention to Modify Behavior • DSS involved 	<ul style="list-style-type: none"> • Parent Conference • Student will be assigned to after school community service for one hour (3-8) • In school community service • Student will meet with teacher advisor or counselor • Student will be required to enter the "check-in/ check-out" process for two weeks 	<ul style="list-style-type: none"> • Bullying Incident filed with the Office of General Council • Recommend for RTii • Student will not be allowed to participate in school activities for two weeks • Daily Report for 1 month • Out of School Suspension (3-8) • Buddy Room (K-2) 	<ul style="list-style-type: none"> • Student suspended (3-8) • Student will be recommended for STS, SAP

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
19	Harassment <ul style="list-style-type: none"> Students who engage in unwelcome verbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. 	<ul style="list-style-type: none"> Parental Notification Student's name is added to a bullying watch list Student will be required to participate in community conferencing session Strategic Intervention 	<ul style="list-style-type: none"> Parent Conference Student will be assigned to after school community service for one hour (3-8) In school community service Student will meet with teacher advisor or counselor Student will be required to enter the "check-in/ check-out" process for two weeks 	<ul style="list-style-type: none"> Bullying Incident filed with the Office of General Council Recommend for RTii Student will not be allowed to participate in school activities for two weeks Daily Report for 1 month Out of School Suspension (3-8) Buddy Room (K-2) 	<ul style="list-style-type: none"> Student suspended (3-8) Student will be recommended for STS, SAP
20	Sexual Harassment <ul style="list-style-type: none"> Students who engage in unwelcome conduct of a sexual nature. This can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. The harassment does not have to involve repeated Incidents. 	<ul style="list-style-type: none"> Parental Notification Student's name is added to a bullying watch list Student will be required to participate in community conferencing session Strategic Intervention 	<ul style="list-style-type: none"> Parent Conference Student will be assigned to after school community service for one hour (3-8) In school community service Student will meet with teacher advisor or counselor Student will be required to enter the "check-in/ check-out" process for two weeks 	<ul style="list-style-type: none"> Bullying Incident filed with the Office of General Council Recommend for RTii Student will not be allowed to participate in school activities for two weeks Daily Report for 1 month Out of School Suspension (3-8) Buddy Room (K-2) 	<ul style="list-style-type: none"> Student suspended (3-8) Student will be recommended for STS, SAP

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
21	Hazing • Students who for the purpose of initiating or enhancing a student's membership in an organization causes or forces that student to violate any criminal law, consume a substance that subjects the student to harm, endure physical, mental or sexual brutality or perform any activity that endangers another person.	<ul style="list-style-type: none"> • Parental Notification • Student's name is added to a bullying watch list • Student will be required to participate in community conferencing session • Strategic Intervention 	<ul style="list-style-type: none"> • Parent Conference • Student will be assigned to after school community service for one hour (3-8) • In school community service • Student will meet with teacher advisor or counselor • Student will be required to enter the "check-in/ check-out" process for two weeks 	<ul style="list-style-type: none"> • Bullying Incident filed with the Office of General Council • Recommend for RTii • Student will not be allowed to participate in school activities for two weeks • Daily Report for 1 month • Out of School Suspension (3-8) • Buddy Room (K-2) 	<ul style="list-style-type: none"> • Student suspended (3-8) • Student will be recommended for STS, SAP
22	Sexual Act (Consensual) • Students who willingly engage in sexual conduct. This includes sexual intercourse, oral sex, or simulated sex, exposing or touching their own sexual parts or touching the sexual parts of another person.	<ul style="list-style-type: none"> • Parent Conference • Counselor Referral • Strategic Instruction to Modify Behavior • Reflection • Buddy Room (K-2), Out of School suspension/Disciplinary transfer • DSS involved 	<ul style="list-style-type: none"> • Parent Conference • Counselor Referral • Strategic Instruction to Modify Behavior • Buddy Room (K-2) • Possible Out-of-school suspension/Disciplinary Transfer 	<ul style="list-style-type: none"> • Parent Conference • Counselor Referral • Strategic Instruction to Modify Behavior • Possible Out-of-School Suspension/Disciplinary Transfer 	<ul style="list-style-type: none"> • Student will be recommended for a disciplinary transfer (6-8)
23	Sexual act (Non-consensual) • Students who engage in sexual conduct without the consent the other involved person/s. This includes sexual intercourse, oral sex, or simulated sex, exposing or touching their own parts or touching the sexual parts of another person.	COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830			

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
24	Threats/Intimidation <ul style="list-style-type: none"> Students who introduce fear or a sense of inferiority in another school community member. This includes threatening to engage in an act that causes harm. Threats can be made verbally, in writing, or with gestures. 	<ul style="list-style-type: none"> Parental Notification Student's name is added to a bullying watch list Student will be required to participate in community conferencing session Strategic Intervention to Modify Behavior DSS involved 	<ul style="list-style-type: none"> Parent Conference Student will be assigned to after school community service for one hour (3-8) In school community service Student will meet with teacher advisor or counselor Student will be required to enter the "check-in/" 	<ul style="list-style-type: none"> Bullying Incident filed with the Office of General Council Recommend for RTii Student will not be allowed to participate in school activities for two weeks Daily Report for 1 month Out of School Suspension (3-8) 	<ul style="list-style-type: none"> Student suspended (3-8) Student will be recommended for STS, SAP
25	Threatening Mass Violence <ul style="list-style-type: none"> Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm to members of a school community. For example, threatening to engage in a school shooting or bombing. 	COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830			
26	Possession and/or use of tobacco or electronic smoking Devices <ul style="list-style-type: none"> Students who use or possess tobacco or any electronic smoking device on school district property or at school sponsored events. This includes but is not limited to products containing tobacco, electronic cigarettes, cigars, vaping kits, and hookah 	Yield device COMPLETE THE FOLLOWING STEPS: 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830			

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
27	<p>Possession and/or use of alcohol and/or drugs</p> <ul style="list-style-type: none"> • Students who are found to be in possession or who use alcohol or other drugs on school property or at a school sponsored event. This includes drugs in edible form. • All students in violation of this rule MUST be referred to the counselor. 	<p>COMPLETE THE FOLLOWING STEPS:</p> <ol style="list-style-type: none"> 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 			
28	<p>Distribution of alcohol and/or Drugs</p> <ul style="list-style-type: none"> • Students who are found to be sharing or selling alcohol or drugs. This includes drugs in edible form. 	<p>COMPLETE THE FOLLOWING STEPS:</p> <ol style="list-style-type: none"> 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 			
29	<p>Possession of incendiary devices and/or explosives</p> <ul style="list-style-type: none"> • Students who are found to be in possession of incendiary devices such as matches, lighters, fireworks, bombs, firecrackers, bombshells, and/or other explosives. 	<p>COMPLETE THE FOLLOWING STEPS:</p> <ol style="list-style-type: none"> 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 			

	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
30	<p>Use of incendiary devices and/ or explosives</p> <ul style="list-style-type: none"> Students who use or activate incendiary devices such as matches, lighters, fireworks, bombs, firecrackers, bombshells and/or other explosives. This may include accidental or intentional fire starting 	<p>COMPLETE THE FOLLOWING STEPS:</p> <ol style="list-style-type: none"> 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 			
31	<p>Possession of a weapon</p> <ul style="list-style-type: none"> Students who possess any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon. This includes firearms, whether loaded or not, cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchaku, or mace. This does not include ordinary objects such as pencils that may have been used during an altercation. 	<p>COMPLETE THE FOLLOWING STEPS:</p> <ol style="list-style-type: none"> 1) Call Philadelphia Police 2) Call Serious Incident desk. 3) Issue a suspension 4) Contact Student Rights and Responsibilities at 215-400-4830 			
32	<p>Reckless endangerment</p> <ul style="list-style-type: none"> Students who take any action that creates a substantial risk such that serious bodily harm could result to any person. For example, throwing objects across a room or out of a window. 	<ul style="list-style-type: none"> Parent Notification Strategic Instruction to Modify Behavior Student will be assigned to after school community service for one hour. Reflection DSS involved 	<ul style="list-style-type: none"> Parent Conference Strategic Instruction to Modify Behavior Student will be assigned to after school community service for two hours (3-8) Reflection Student will be required to enter the "check-in/ check-out" process for two weeks Buddy Room (1-3) Out-of-Suspension (4-8) 	<ul style="list-style-type: none"> Parent Conference Strategic Instruction to Modify Behavior Student will be assigned to after school community service for one week/five hours. Student will be required to enter the "check-in/ check-out" process for two weeks Out-of - School Suspension (3-8) 	<ul style="list-style-type: none"> Student will be recommended for a disciplinary transfer (6-8)
33	<p>Gang affiliation</p> <ul style="list-style-type: none"> A student who engages in dangerous activities on behalf of an identified gang to commit disruptive or illegal acts within the school or community. 	<ul style="list-style-type: none"> Parent Notification Strategic Instruction to Modify Behavior Student will be assigned to after school community service for one hour. Reflection DSS involved 	<ul style="list-style-type: none"> Parent Conference Strategic Instruction to Modify Behavior Student will be assigned to after school community service for two hours (3-8) Reflection Student will be required to enter the "check-in/ check-out" process for two weeks Buddy Room (1-3) Out-of-Suspension (4-8) 	<ul style="list-style-type: none"> Parent Conference Strategic Instruction to Modify Behavior Student will be assigned to after school community service for one week/five hours. Student will be required to enter the "check-in/ check-out" process for two weeks Out-of - School Suspension (3-8) 	<ul style="list-style-type: none"> Student will be recommended for a disciplinary transfer (6-8)

For more information regarding School District Policies see link below:

[School District of Philadelphia Code Of Conduct](#)

Modifying Behavior

The School District of Philadelphia has high expectations for all students. Our goal is to maximize academic engagement and minimize rule violations and disruptive behavior. Research shows this is best accomplished through prevention and intervention rather than suspension.

Suspensions should only be utilized as a last resort when other interventions are not successful, or for serious violations of the code of conduct.

The following interventions are strategies that have proven effective in modifying behavior. For additional information on any of these strategies or to request assistance with implementing them, please contact the Office of Climate and Safety.

Positive Behavior Intervention and Supports

Positive Behavior Interventions and Supports (PBIS) is a highly effective way of building children's social- emotional and behavioral skills to reduce challenging behaviors. PBIS can also be effectively used at home and is especially helpful when events disrupt normal routines. If you would like additional resources, please see the Supporting Families with PBIS at Home document for some recommendations for families and caregivers on how to use PBIS to support your children's social and emotional growth at home.

Restorative Justice

Restorative Justice (RJ) is a set of principles and practices inspired by indigenous values used to build community, respond to harm/conflict and provide individual circles of support for students. By building, maintaining and restoring relationships between members of the entire school community, we help to create an environment where all students can thrive.

Restorative Processes

Schools also use circles to mediate conflicts as well as a restorative alternative to suspension and punitive discipline.

You can practice these circles at home when harm has been done or when there is conflict. You'll need:

- Sit in circle
- Talking piece Guidelines
- Equal opportunity to hold the talking piece
- Both parties prepped for circle individually before circling up
- Questions asked in a harm & healing circle
 - What's important to you today?
 - What happened?
 - What do you need to move forward?
 - Based on the needs in circle, what are you willing to agree to so that we can move forward?
 - How are you feeling now that we've circled up and reached agreements? Is there anything else you want to say before we close out?

For more information, please check out the Office of Climate and Safety website

<https://www.philasd.org/schoolclimate/>

Tier I Prevention Strategies

Schools create safe and supportive environments that promote healthy and successful students. The foundation of this work is Tier I of the MTSS pyramid and necessary to support strategies across the entire pyramid.

Classroom Strategies

- Change classroom organization/ set-up
- Intentional seating
- Structured academic tasks
- Clear and explicit directions
- Strategy instruction
- Mnemonic strategies
- Classroom system of positive reinforcement
- Full-class redirection
- Increasing opportunities to respond
- Hook (i.e. start the lesson with an engaging task/activity)
- Chunk lessons
- Differentiation/modification
- Less lecture, more facilitation
- "Gamify" lesson
- Display student work
- Assign class jobs
- Art integration
- Explicit help protocol
- Preview schedule
- Gradual release method
- Teacher or student conferences
- Modeling, Rehearsal, and Feedback
- Make a video of words, steps, procedures and/or instruction
- Mindfulness exercises (i.e. Go noodle, brain breaks, etc.)
- Create and review daily agenda

School-Wide Strategies

- Student choice
- Morning meeting
- Token Economy
- Clear, taught expectations/ procedures
- Use of voice levels
- Active supervision
- Establish buddy teacher system
- Intentionally taught skills
- Transition procedure
- Increasing student interaction
- Restorative justice community-building circles
- Town hall
- Firm and kind mindset
- Opportunities for movement
- Community building activities
- Clear, consistent, predictable consequences
- Modeling desired behavior
- Reward/incentive system
- De-escalation strategies
- Restorative practice methods
- Verbalizing problems
- Previewing
- Sequential prompting
- Incorporating student interest and preferred activities and assignments
- Choice - making opportunities
- Group contingency
- Use of free time
- Refocus desk/space
- Implementing School-Wide PBIS

Schools identify and respond to students who are at-risk or have been exposed to trauma and/or loss in ways that meet their unique exposures, experiences, developmental, and personal needs.

Classroom Strategies

- Class wide peer tutoring
- Refocus desk/structured break for group
- Cooperative learning
- Peer-assisted learning strategies
- Peer assessment
- Peer modeling
- Academic or social contracting
- Written reflection or apology
- Loss of privileges
- Goal Setting
- Self-Monitoring
- Self-Evaluation
- Self-Instruction

School-Wide Strategies

- Conflict resolution
- Peer mediation
- Restorative justice harm & conflict circles
- Student support team interventions and responses
- Group discussion with appropriate administrator
- Intentionally taught replacement behavior (group)
- Check-In, Check-Out (CICO)

Classroom or School-Wide Strategies

- Pre-taught use of refocus location/structured break
- Monetary or service-based restitution
- Detention
- Referral to student support team
- Group assignment of work projects
- Group mentoring
- Referral to substance abuse counseling group
- Restorative conversation with peers and/or adults
- Use of proximity and active supervision
- Teacher look
- Redirect and reteach with love and concern
- Classroom assigned seats or seat change
- High levels of praise vs. corrections
- Group Reward/incentive or contingencies
- Peer Reinforcement
- Group goal setting
- Differential reinforcement
- Behavior modification
- Academic or social contracting
- Intentionally taught skills
- Verbal correction and feedback
- Group reminders and redirection



Tier 3 Interventions

Schools provide support to those students whose behaviors necessitate intensive interventions and aim to meet their individualized needs.

School-Wide Interventions

- Change in schedule or class
- Development of or revision to student support team plan
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Community conferencing by trained adult
- RJ circle of support and accountability
- RJ welcome circle
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Referral to substance abuse counseling
- Referral to appropriate community organization (e.g., mentoring programs)
- Revision to IEP or 504 plan as needed for students with disabilities
- In-school suspension
- Detention (lunch, make-up period, etc.)
- Suspension

Classroom Interventions

- Teacher provides input in planning process of Behavior Intervention Plans
- Teacher supports implementation of Behavior Intervention Plans

Bullying Definition and Policies

Bullying occurs when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending themselves.

To view more information about definitions, policies and procedures visit the link below. Find more information at this link – [Office of Climate & Safety](#)

 **BE RESPECTFUL**  **BE RESPONSIBLE**  **BE SAFE** 

Prohibition of Harassment

A student violates this rule if he or she demands sexual favors or harasses, threatens, intimidates or otherwise creates a hostile school environment because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.

 **BE RESPECTFUL**  **BE RESPONSIBLE**  **BE SAFE** 

To read more about harassment (including sexual) policies please visit: [Office of Climate & Safety](#)

Personal Items

Students should refrain from bringing personal items onto school property or on school buses. This includes toys, sports equipment, games, electronic devices, valuables, excess money, jewelry, etc. Teachers will confiscate these unauthorized items and parents will be required to retrieve them at school. The loss of property or restitution of any lost items is not the responsibility of the school.

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Cell Phones

The School District prohibits students from using personal cell phones during school hours on school grounds, school sponsored activities and on buses or other vehicles provided by the School District of Philadelphia. A copy of the complete policy can be found on www.phila.k12.pa.us. In order to minimize distractions, academic dishonesty, and theft, **the use of cellular phones and electronic devices are prohibited at the Bache Martin School.**

Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls/texts. This includes the use in hallways, restrooms, offices or any other place on school grounds; students may NOT take a pass out of class to use their phones. To that end, **cell phones must be checked in upon admissions. Students in K - 4 are to turn their cell phones in in the Martin Cafeteria and students in grades 5 - 8 are to check their cell phones at the Bache main lobby.**

In case of an emergency, your child should seek the support of a school staff member who will then contact you. This includes illness, potential fight, unhappiness within class setting. **When your student calls you from school this can cause high levels of miscommunication and creates chaotic situations amongst parents, administrators and staff.**

To that end, cell phones must be turned in each day. **Students who choose to not follow the cell phone policy will be subjected to the following discipline policy:**

The Policy:

- ★ Cell phones will be confiscated by any Bache-Martin staff member at the time of incident and turned over to the appropriate administrator/designee and disciplinary action will be taken (see above).
- ★ Parents/caregivers may only pick up the cell phone between 3:30 p.m. - 4:00 p.m. Monday through Friday.
- ★ Any student refusing to adhere to the discipline policy will be referred to the Principal and/or Designee for insubordination and such behavior will result in a mandatory parent conference.
- ★ Furthermore, any inappropriate use of cell phones, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in confiscation of the phone; further consequences may include possible police referral.

****Please see progressive discipline chart above for more information.****

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Textbooks/Supplies

Students are responsible for all textbooks, equipment, and/or property of the School District of Philadelphia sent home with students. **All students/parents/guardians must sign the Textbook Use and Reimbursement Agreement form.** All materials must be returned to the school. In the event that materials are lost or stolen, the parent/student is responsible for the replacement cost of the item(s).

Students are responsible for having adequate schools supplies. Please replenish basic school supplies as needed.

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Acceptable Use Policy/Technology

- Students will only visit websites that are appropriate for children.
- Students will not download any music or plug ins that take up valuable bandwidth and slow down the system.
- The use of file-swapping and media streaming services, such as downloading and listening to music on the Internet is wasteful, disruptive, and is **STRICTLY PROHIBITED** on all District computers and networks.
- Giving personal information on the Internet about yourself or anyone else is forbidden.
- Students should NOT share their personal passwords for logging in purposes.
- The use of the Internet is a privilege, and as such the final decision regarding who has Internet access rests with teachers, staff, and administrators. Any violation of these rules will result in the loss of Internet and computer use along with possible suspension.
- Students will only visit appropriate, teacher recommended and approved websites.
- Students will use their School District of Philadelphia email accounts.
- Students may not attempt to harm or interfere with computer performance and/or systems

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For the complete Acceptable Use Policy, click on or visit [Acceptable-Use-of-Internet-Technology-and-Network-Resources](#)

Bache Martin Support Team

If you have a question or concern regarding your child's program at Bache Martin, please see your child's team members. They are listed below:

Grade	Team Member	Position	Reason to see
	Mr. Vitvitsky	Principal	1. Teacher to student issue 2. Curriculum and Instruction needs, questions and concerns
	Ms. McAdoo	Director of Student Services (DSS) Bache Bldg. 5-8	1. Student to student issues such as fight, argument 2. Bullying/Harassment 3. Peer Mediation
	Mr. Jenkins	Director of Student Services (DSS) Martin Bldg. K-4	1. Student to student issues such as fight, argument 2. Bullying/Harassment 3. Peer Mediation
	Ms. Cocca	Counselor	1. Mental health 2. Community Health 3. School Based Therapeutic 4. Peer Mediation 5. Transportation 6. Homeless 7. Truancy/attendance 8. DHS issues 9. School Selection

Other Pertinent Personnel

School Nurse: Ms. Thompson

Special Education Liaison Mrs. Miller

School Psychologist Ms. Marwah

SBTL (School Based Teacher Leader) Mrs. Pierce

TTL (Technology Teacher Leader) Mr. Jenkins

ESOL Mrs. Gelb

Gifted Support Mrs. Pierce

Nursing Needs

Families are invited to call (215) 400-7550 and visit the certified school nurse by appointment, to discuss any health related problems or concerns regarding their children. There is a registered/certified school nurse in the building five (5) days per week. The school nurse provides acute health care for students, does mandated assessments, and provides ongoing health counseling. When medication is to be administered in school by school personnel, written permission must be obtained from the student's licensed physician. Parental or guardian request and authorization to give each specific medication must accompany the physician's written approval/request. Medication must be in the original, labeled pharmacy container with the student's name, medication, dose, and time interval written on the label.

Medical Neglect:

The Bache Martin Elementary School complies with the Child Protective Law #438 ACT 124 of 1975, which states that failures to provide medical care for a child is considered an act of physical neglect and is considered a reportable offense.

Mandated Screenings:

VISION: Students have their vision checked yearly. If students fail the exam twice, parents are notified in writing. Parents are expected to take their child to the eye doctor within two weeks of such a notice.

HEARING: Hearing exams are conducted on students in the following grades: Kindergarten, Grades 1,2 and 3. Parents will be notified in writing if a child fails the hearing exam.

GROWTH SCREENING: Children's height and weight are measured every other year.

DENTAL SCREENINGS: Dental examinations are performed by a certified School Dental Hygienist in grades 1-5.

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Child Abuse/Neglect

Child Abuse and Neglect Under Pennsylvania Law (PL) 438, Act 124, 1975, Section 11 as amended by s.b.348, any person who in good faith, reports suspected child abuse "shall have immunity from any liability, civil or criminal, that might otherwise result from such action". 14 School personnel, because of their sustained contact with school-age children, are in a position to identify children who may be abused or neglected. Thus, all employees are required to report suspected child abuse and/or neglect.

 **BE RESPECTFUL**  **BE RESPONSIBLE**  **BE SAFE** 