

BRADFORD ELEMENTARY SCHOOL INFORMATION

ADDRESS –112 W. College St.

PHONE – 731-742-2118

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

PRINCIPAL – Kelly Langston

SECRETARY – Toni Richardson

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 MISSION 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. 731-74

School Calendar 2024-25

July 24-26	Professional Development (Staff)
July 29	Administrative Day (Staff)
July 30	Students First Day of School (1/2 day))
August 29	Parent Teacher Conference (Progress Report) Early Dismissal @1:00 (PTC 2:00-7:00)
August 30	Professional Development (STAFF) No students
September 2	Labor Day (No School)
October 2	End of 9 week
October 7-11	Fall Break
October 15	Report Cards
October 25	Early Dismissal – 1:00 (Staff Development)
November 7	Progress Reports
November 25-29	Thanksgiving Holiday (No School)
December 5	Christmas Staff Dinner 6:00
December 13-18	Fall Testing
December 18	End of Fall Semester (½ day)
January 3	Administrative Day
January 6	First Day of Spring Semester
January 9	Report Cards
January 20	Martin Luther King Holiday (No School)
February 6	Parent Teacher Conference (3:30-6:30) Progress Reports
February 17	Presidents' Day (No School)
March 11	End of Nine-Week Grading Period
March 18	Report Cards
March 24-28	Spring Break (No School)
April 15	Progress Reports
April 16-May 6	Achievement Test (TCAP)
April 16-May 6	End of Course Testing
April 18	Good Friday (No School)
May 5-8	Senior Exams
May 9	Strawberry Festival (No School)
May 19-22	Final Tests
May 22	End of Nine Week Grading Period
May 25	Graduation
May 26	Administrative Day
May 27	Report Cards

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 distracting. 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,

DRESS CODE

The principal or designee has the authority to determine if any attire is improper, detrimental to the teaching-learning process or prejudicial to good order at school.

Students should dress in a modest and respectable manner. Unacceptable dress includes, but is not limited to, the following:

tops that bare the midriff or show cleavage, transparent clothing, spaghetti strap tops, tank tops, shirts with low-cut sleeve holes, sleeveless tops, halter tops, pajamas, house shoes, bandanas, hoodies (not to be worn on ears/heads) and anything with inappropriate words or graphics. Hats/toboggans will only be allowed in the shop and outside the school building. Piercings with spikes or gauges will not be allowed. No facial piercings allowed except ears and nose. Dresses, skirts and shorts cannot exceed 4 inches above the knee. No leggings/yoga pants/spandex-type material of any kind are allowed. Pants and shorts should be worn at the waist; sagging is unacceptable. No holes or tears are allowed in any clothing.

Blankets will not be allowed. Students must wear warm clothing and/or jackets if they get cold in classrooms. Layering is recommended. No heavy coats, rain coats or trench coats are allowed to be worn in the building.

Any clothing that the administration believes to be inappropriate and disruptive to the learning environment will not be allowed, and consequences will be given.

1st offense – verbal warning and change of clothes

2nd offense – 1 day ISS

3rd offense – 2 day ISS

4th offense – 3 days ISS

5th offense and beyond – further disciplinary action

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 school books 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 one hundred and thirty 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.

General Policies

All adults who visit in our building should stop by the office first to receive a visitor's badge. **PARENTS YOU ARE WELCOME AT BES.** Should parents need to have a conference with teachers or principal, please call in advance to schedule a time for your meeting. Teachers will not be pulled from other students for an unscheduled conference.

The school is not responsible for bicycles ridden to school.

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

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.

Fighting will be dealt with according to board policy.

Restroom Breaks

Teachers provide restroom and water breaks for students. 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 agrees 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/Nurse's Policy

IT IS THE PARENT'S 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. **No student should go to the nurse's office prior to reporting to class, unless there is an emergency.** 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.

Toys/Electronics at School

Students should NOT bring toys, electronic games, or other such items to school UNLESS instructed to do so by a teacher. These items are a distraction and could get broken during the school day. BES is not responsible for lost, stolen, or broken items. Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches

that have the capability to record, live stream, or interact with wireless technology; cell phones;laptops;tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such times as it may be released to the student’s parents or guardian. A student in violation of this policy is subject to disciplinary action.

Grading System

- A 100 – 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 59 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

Students have the privilege of bus transportation within the Bradford Special School District. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fourth violation of any sort.

- A. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT OR SERIOUS SEXUAL MISCONDUCT (SERIOUS AS DETERMINED BY THE PRINCIPAL AND BRADFORD SPECIAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.
- B. POSSESSION OF TOBACCO PRODUCTS, SMOKING(INCLUDING VAPING), POSSESSION OF MATCHES OR LIGHTERS, SEXUAL MISCONDUCT OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPAL AND BRADFORD SPECIAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT), DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL).

1 ST OFFENSE	PAYMENT OF PROPERTY DAMAGES AND 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
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2 ND OFFENSE	PAYMENT OF PROPERTY DAMAGES AND 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
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3 RD OFFENSE	PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR
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- C. HORSEPLAY, NOT BEING SEATED, PROFANITY, OR POSSESSION OF FOOD OR DRINK

1 ST OFFENSE	WARNING FROM THE DRIVER OR PRINCIPAL.
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2 nd OFFENSE	3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION
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3 RD OFFENSE	10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
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4 TH OFFENSE	SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.
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LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

****After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.**

**** Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Bradford Special School District Transportation department at (731) 742-0253.**

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 Day/Tardy

7:45 – 2:45

The school day officially begins at 7:45. Do NOT leave any child at the gym or office before 7:20. No teachers are on duty until 7:20. **Any student not in their classrooms and seated by 7:45 is tardy. Three tardies are cause for the school to have students stay for after school 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.**

Attendance Policy

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. 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 are 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 for 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 send 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.

Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their students' academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view it sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal

Discipline at School

Each staff member at Bradford Elementary accepts responsibility for the maintenance of discipline. A student's behavior should conform to acceptable standards of conduct as established by the principal and individual teachers. **Inappropriate actions include, but are not limited to the following:**

- Insubordination towards teachers or administration (not doing what you are told)
- Disruptive behavior in the classroom.
- Disrespectfulness to teachers or administrators.
- Arguing or fighting on campus. (Fighting will be dealt with according to board policy.)
- Taking money or property from the school or another student.
- Use of possession of tobacco, alcohol, illegal drugs, fireworks, knives, or other unlawful arms on school property or any school event.
- Using profane, vulgar, or indecent language.
- Vandalism to the personal property of faculty/staff.
- Harassing another student verbally or in writing.

Consequences

Most of our students do a great job in exercising self-discipline, behaving responsibly, and obeying rules. These rules apply on school property, at school-sponsored activities, and on buses; however, some students are not always considerate of the rules. When this happens, the school district must take corrective actions to fulfill one of its major responsibilities - keeping the school environment safe and productive for all students. The majority of student behavior is handled in the classroom or in the school by a conference with the student and/or the parent or guardian.

An In School Suspension (ISS) program is in place for students who fail to comply with school rules. Students may be placed in ISS for a few hours, an entire day, or several days, depending on the type of offense they have committed. While in ISS, students are supervised by a teacher or an educational assistant. Students are expected to work throughout the day completing assignments made by the classroom teacher(s) when they are assigned to ISS.

After School Detention is also in place for students who fail to comply with school rules. After School Detention times are from 3:00 until 4:00 pm. Parents are responsible for furnishing transportation for students who are assigned a detention after school.

Corporal punishment is kept to minimum but may be used as a last resort when all other methods of punishment have failed to correct the problem. Parent objections to corporal punishment must be signed and dated each year on student registration forms.

Guidelines For Field Trips

Discipline, Attendance, and Grades

1. No alternative school, Saturday school, or suspensions per semester.
2. No more than 3 days in-school suspension or administrative intervention per semester.
3. No more than 3 unexcused absences during a semester.

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.

Use of/or Possession of Tobacco/Vape/Dab Pen

Students may **NOT** possess or use natural, synthetic, or simulated tobacco/vape/dab pen products on campus before/during/after the school day. The same applies to students involved in any school-sponsored activity before or after school including any school-related bus/vehicle travel.

****Consequences of violating this policy accumulate during the duration of a single school year and will reset to 0 offenses at the beginning of the following school year.****

Violation of the Tobacco Policy will result in the following:

1st offense- 5 days alternative school. Students must complete **Everfi Course: Vaping Know the Truth**. Students must complete a **1 page summary** of the Everfi course. Students will also receive a **Juvenile Court Citation**.

2nd Offense- 10 days alternative school. Students will receive a juvenile court citation.

3rd and any additional offenses- Suspended from school until the scheduled hearing in front of the **Bradford Disciplinary Hearing Authority** to determine the next steps. The student will also receive a **Juvenile Court Citation**.

*****Any devices that test for THC or any other illegal substances will result in immediate suspension, referral to Bradford Disciplinary Hearing Authority, Court Citation and a potential zero-tolerance violation.*****

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 Kelly Knott 742-2118.

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