



Dear Parents and Students:

We are happy to welcome you and your family to the Southmoreland Elementary Schools. Many new and exciting experiences will make the 2016-2017 school year a happy and memorable one for you. Our experienced staff of teachers is dedicated to our mission of High Quality Learning for All and will be working with you and your family to provide the best learning experience for all.

This handbook has been prepared to tell you about our schools. You will find the rules and regulations that govern our lives here at Southmoreland and make it possible for all of us to learn, work, and play together.

Please read the handbook with your child today. Keep it readily available during the school year as it will answer many questions for you.

If you need additional information or explanation, please feel free to call the school at one of the numbers listed below. We are glad you are here. We're depending on you to adhere to the guidelines contained within this handbook.

Sincerely,

John L. Lee, Jr.
Elementary Principal
Southmoreland Elementary School – 724 887-2020

Daniel A. Clara
Director of Federal Programs and Tech Integration K-12/Primary Center Principal
Southmoreland Primary Center – 724 887-2026



DIRECTORY OF THE ELEMENTARY STAFF

Superintendent of Schools	~ ~	Dr. John A. Molnar
Director of Federal Programs Tech. Integration K-12	~ ~	Mr. Daniel A. Clara
Principals	~ ~	Mr. John L. Lee, Jr., <i>Southmoreland Elementary School</i> Mr. Daniel A. Clara <i>Southmoreland Primary Center</i>
Guidance Counselors	~ ~	Miss Lisa Fratto Miss Sarah Kiliany
Nurses	~ ~	Mrs. Cathy Pallygus, RN, CSN- SES/SMS Mrs. Amanda Vielma, RN SPC
Secretaries	~ ~	Mrs. Sherry Fowler / SPC Miss Charlene Pritts / SES Mrs. Robin Roth / SES Mrs. Kelly Vance / SPC

The Southmoreland Board of Education

Mike Bentz - **President**

Cheryl Shipley - **Vice-President**

Ken Alt

James Beistel

Robert Callaro

Charles Frye

Aimee Love

Jason Pawlikowsky

Gail Rhodes



~ Kindergarten Teachers ~ SPC

Kim Albright
Amber Cernuto
Christopher Huff
Susan Jones
Brenda Mayers
Wendy Sowinski
Janet Tavormina

~ First Grade Teachers ~ SPC

Kaely Connors
Jamie Friguglietti
Cheryl George
Leah Govi
Diane Stoker
Amy Wolfe
Amy Coffman



~ Second Grade Teachers~ SES

Sharon Goodiski
Lavina Hoffer
Patty Kropff
Traci Lee
Lisa Shinsky
Tammy Tabaj

~ Third Grade Teachers ~ SES

Joyce Cappa
Morgan Coleman
Jessica Glowacki
Richard Kriger
Jennifer Schaeffer
Jennifer Zeffiro
Sheri Zimmerman

~ Fourth Grade Teachers ~ SES

Abby Cesario
Doug Craig
Erin Dzambo
Leslie Kuhns
Heidi Lewandowski
Darcy Pallone
Katie Walter



~ Fifth Grade Teachers-SES ~

Brenda Cottom
Mark Dye
Candy Hawkins
Krista McComack
Brenda Schrecengost
Ron Sekerchak

~Learning Support~

Sheila Boots
Jill Hann
Leslie Street
Mary Beth Sweeney

~ Autistic Support ~

Kelly Derr
Allison Pawlikowsky

~ Life Skills ~

Judy Hensler
TBA-Aide

~Special Services ~

TBA – Hearing Support ~ TBA - English Second Language
Karen Alberts – Occupational Therapy
Valerie Arrigo – Speech Therapy
Karen Williams – Physical Therapy
Marilee Fetkovich – Occupational Therapy



~ Title 1 Reading ~

Patty DeBiasio
Amy Pushkis

~ Elementary Music ~

Meghan Whytsell

~ Instrumental Music ~

James Henigin

~ Library ~

Marla Henry
Kristin Pritts

~ Elementary Art ~

Gia Poska

~ Physical Education ~

Jason Bandemer
Dan Boring

~ Elementary Computer ~

LeeAnn Richter

~Speech~

Christina Smithula
Donna Shrum

~Elementary Gifted~

LeeAnn Richter
Kristen Pritts

~Teacher Aides~

Tammy Buttermore ~ Jamie Fisher
Sue Kline ~ Sonya McNally
Pat Walter ~ Desiree Pollard
Grace Burke ~ Patty Rodriguez
Sandy Tylka ~ Melissa Mains
Adrienne Neville ~ Amanda Springer



To reach a member of our staff by email: Please use the person's last name; then the first initial of their first; followed by @southmoreland.net
Example: Name John Doe Email: doej@southmoreland.net Please place student's name in subject area in all Capital letters to help the staff identify legitimate incoming email.

SOUTHMORELAND SCHOOL DISTRICT
2016-2017 SCHOOL CALENDAR
BOARD ADOPTED – 1/14/2016 (rev 7/7/2016)

<u>MONTH</u>	<u>DATE</u>	<u>DAY</u>	<u>TYPE OF DAY</u>	<u>DAYS PER MONTH</u>	<u>TOTAL DAYS</u>
<u>AUGUST</u>	<u>25</u>	<u>THURSDAY</u>	<u>IN-SERVICE DAY</u>	<u>01</u>	<u>01</u>
<u>AUGUST</u>	<u>26</u>	<u>FRIDAY</u>	<u>IN-SERVICE DAY</u>		
<u>AUGUST</u>	<u>29</u>	<u>MONDAY</u>	<u>IN-SERVICE DAY</u>		
<u>AUGUST</u>	<u>30</u>	<u>TUESDAY</u>	<u>IN-SERVICE DAY</u>		
<u>AUGUST</u>	<u>31</u>	<u>WEDNESDAY</u>	<u>FIRST DAY OF INSTRUCTION</u>		
<u>SEPTEMBER</u>	<u>5</u>	<u>MONDAY</u>	<u>LABOR DAY (NO SCHOOL)</u>	<u>21</u>	<u>22</u>
<u>OCTOBER</u>	<u>10</u>	<u>MONDAY</u>	<u>ACT 80 DAY-COLUMBUS DAY (NO SCHOOL)</u>	<u>21</u>	<u>43</u>
<u>NOVEMBER</u>	<u>10</u>	<u>THURSDAY</u>	<u>ACT 80-ELEM/MS PARENT</u>	<u>18</u>	<u>61</u>
<u>NOVEMBER</u>	<u>11</u>	<u>FRIDAY</u>	<u>CONFERENCE</u>		
			<u>VETERANS' DAY (NO SCHOOL)</u>		
<u>NOVEMBER</u>	<u>24</u>	<u>THURSDAY</u>	<u>THANKSGIVING DAY (NO SCHOOL)</u>		
<u>NOVEMBER</u>	<u>25</u>	<u>FRIDAY</u>	<u>FALL RECESS (NO SCHOOL)</u>		
<u>NOVEMBER</u>	<u>28</u>	<u>MONDAY</u>	<u>FALL RECESS (NO SCHOOL)</u>		
<u>NOVEMBER</u>	<u>29</u>	<u>TUESDAY</u>	<u>ACT 80 DAY</u>		
<u>DECEMBER</u>	<u>23</u>	<u>FRIDAY</u>	<u>LAST DAY BEFORE WINTER RECESS</u>	<u>17</u>	<u>78</u>
<u>JANUARY</u>	<u>3</u>	<u>TUESDAY</u>	<u>SCHOOL REOPENS</u>	<u>21</u>	<u>99</u>
<u>JANUARY</u>	<u>16</u>	<u>MONDAY</u>	<u>ACT 80 DAY--MARTIN LUTHER KING DAY</u>		
<u>FEBRUARY</u>	<u>20</u>	<u>MONDAY</u>	<u>IN-SERVICE DAY—PRESIDENTS' DAY</u>	<u>19</u>	<u>118</u>
<u>MARCH</u>				<u>23</u>	<u>141</u>
<u>APRIL</u>	<u>13</u>	<u>THURSDAY</u>	<u>SNOW DAY #2</u>	<u>16</u>	<u>157</u>
	<u>14</u>	<u>FRIDAY</u>	<u>SPRING RECESS</u>		
	<u>17</u>	<u>MONDAY</u>	<u>SNOW DAY #3</u>		
	<u>18</u>	<u>TUESDAY</u>	<u>SNOW DAY #4</u>		
<u>MAY</u>	<u>29</u>	<u>MONDAY</u>	<u>MEMORIAL DAY</u>	<u>22</u>	<u>179</u>
<u>JUNE</u>	<u>01</u>	<u>THURSDAY</u>	<u>LAST DAY OF INSTRUCTION</u>	<u>01</u>	<u>180</u>
	<u>02</u>	<u>FRIDAY</u>	<u>SNOW DAY #1</u>		
	<u>05</u>	<u>MONDAY</u>	<u>IN-SERVICE DAY</u>		

Local Section 1502 Holidays are as follows: Friday following Thanksgiving - November 25, 2016 and December 26, 27, 28, 29, 30, 2016.

This calendar may be altered or extended in case of weather related or emergency school closing.

PTA OFFICERS 2016-17

~ Southmoreland Elementary Schools PTA ~ southmorelandpta@gmail.com

PTA President -- Kristy Smith : kristysmith3@me.com 724-331-8576

Social Media Secretary -- Julie Cook

Vice-President SPC – Amber Causer

Vice-President SES – Erica Dopphehaeurer : erica1221_112@yahoo.com 724-600-4901

Vice President of AR (Accelerated Reader) Amber Etling & Tara Ohler

Secretary -- Angie Marhefka : amarhefka@hotmail.com 724-887-3530

Treasurer -- Jenn Grabiak

ADMISSIONS

New Kindergarten students must be five years of age on or before September 1 of the school year in which they are enrolling. New first grade students must be 6 years of age on or before September 1. Ages must be verified by a birth certificate or record of birth, immunization records must be complete, custody information provided as it applies and proof of residency provided before students are enrolled in school.

Parents of elementary students transferring from other schools should register their children at Southmoreland Primary Center (Formerly Alverton Elementary). In this way, academic records may be obtained to ensure their admission to the proper classes.

WITHDRAWALS

The school should be notified in advance if a student is moving throughout the school year. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have the following information on file in the school office:

- 1) Parent(s) or guardian(s) name(s).
- 2) Complete and up-to-date address and physical location of address.
- 3) Up-to-date home telephone number and parent's work telephone number for each parent/guardian (cell phone if possible).
- 4) Emergency telephone number of a friend or relative who is close enough to the school and has transportation to respond in an emergency, if parents/guardians cannot be reached.
- 5) Physician's name and telephone number.
- 6) Medical alert information. Information will remain confidential and will be shared with staff only on a need to know basis.

Emergency cards are provided at the beginning of each school year. Parents are required to complete and return these cards to the school by the third day of school.

Parents should have a **PLAN OF ACTION** should there be an emergency, early dismissal or the child arrives home before you. This action should be forwarded to the homeroom teacher and reviewed with your child throughout the year.

CHANGE OF ADDRESS OR TELEPHONE

It is **VERY IMPORTANT**, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school **immediately** if you have a change of address, phone number, or other emergency information that changes during the school year.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Excessive absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

*The following circumstances are the **only** recognized excuses for school absence:*

1. ***Illness of the student***
2. ***Death in the immediate family (the Student's Mother, Father, Brother, Sister, and/or any person permanently living at the child's residence).***
3. ***Impassable roads/State of Emergency***
4. ***Farm or domestic service emergency permit***
5. ***Quarantine***
6. ***An exceptionally urgent reason which affects the child***
(must have principal approval)
7. ***Administrator pre-approved vacation (see pg. 10)***

All other reasons for absence will be classified as unexcused. If students are NOT seventeen (17) years of age, an unexcused absence is also an illegal absence. If students are absent for three days illegally, the school is required by law to serve notice on the parents. Additional illegal days of absence may result in the parents of the children involved being fined, or in extreme cases, being imprisoned.

In all cases, parents or guardians are required by Pennsylvania State Law and Board Policy to send in a written excuse with the child upon his or her return to school. The excuse should include the: a) reason for his/her absence, b) date(s) of absence, and c) parent or guardian's signature. These excuses should be submitted within 3 days following such absences. The Department of Education provides that a claim of continued or repeated illness justifies the school in requiring a statement from medical authorities regarding absence from school.

As directed by school policy, parents of any student who has missed 8 days of school will receive a letter of notification concerning absenteeism. At this point, all subsequent absences must be accompanied by a doctor's excuse. If none is forthcoming and the student is under the age of seventeen (17), the days are declared to be illegal and the law is followed. Three illegal absences will constitute a "First Offense" and the school is required by law to serve notice on the parent.

An illegal absence after the "First Offense" constitutes a "Second Offense". At this time a complaint of "Violation of Compulsory Attendance" will be filed at the Magistrate's office. A fine may be imposed and failure to pay may result in the imprisonment of the parent. Absences will accumulate from school to school.

Upon review by the principal, any student who has a bonafide serious or chronic medical condition will be exempt from the eight (8) day limit if a physician's statement of such serious or chronic condition is received and verified by the school nurse.

Again, this policy is in accordance with Pennsylvania School Law and Board Policy.

UNLAWFUL ABSENCES

Unexcused absences are unlawful absences for all children of compulsory school age.

Unexcused absences:

1) help at home, 2) fishing, 3) hunting, 4) shopping, 5) missed bus, 6) slept in, et. al.

All absences are unlawful until an excuse has been given to the teacher explaining the reason for the absence. The excuse must be submitted within three (3) days of the student's return to school.

If compulsory school attendance laws are violated and absenteeism persists, the parent/guardian is subject to a fine or possible arrest and jail sentence.

TRUANCY AND SCHOOL ATTENDANCE IN PENNSYLVANIA WHO MUST ATTEND SCHOOL IN PENNSYLVANIA

Information regarding student attendance and truancy may be found on our district's webpage: www.southmoreland.net.

SPC Attendance is BASE-ic!

To be on the BASE team, a student must:

- Miss three or fewer days (including tardy or absent) in a nine week period
- A celebration for each nine weeks will be held to reward student whose attendance is 95% per nine weeks or better
- Each nine weeks, students can begin again
- Students who have three or fewer absences will have their "BASEball cards" on display in the school.

DOCTOR / DENTIST APPOINTMENTS

Parents should make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused and the following will apply. A student will be considered absent for one-half day if:

- The student reports to school **after 10:15 a.m.**
or if
- The student leaves the school **prior to 11:45 a.m.**

Teachers should receive advance notice of these appointments so that they can plan accordingly. A brief note indicating the date, time, and reason for the absence, signed by the parent, will be appreciated.

PUPIL RECORDS

The collection, maintenance, and dissemination of pupil records is a valid, legal and expected function of any school system. The confidential nature of such records is a matter of fact and is fully recognized by the professional staff in its use of such data. Pupil records are maintained for the following purposes:

1. To enable teachers, guidance counselors, and other professional personnel directly concerned with the pupil to analyze the pupil's progress.
2. To provide the same professional personnel with a base from which to guide and counsel the pupil regarding educational development.
3. To enable teachers and other professional personnel to counsel with parents regarding the progress of their children.
4. To develop a base from which the pupil and counselors can review strengths and weaknesses and thus enable the pupil to select realistic career goals.
5. To have available for dissemination, within the constraints hereinafter described, information without which the pupil would find entrance to other educational institutions and/or employment extremely difficult, if not impossible.

Collection

No information will be collected from students without the prior informed consent of the child and the parents.

Such consent may be given either individually or through the parents' legally elected representative, that is, the School Board.

In all situations where individual consent is to be obtained, it shall be in writing.

Administration

Records shall be kept under the supervision of designated professionals in accordance with statements contained in Board Policy.

Dissemination

The school may, without consent of parents or students, release a student's permanent record file:

1. To other school officials, including teachers within the district, who have a legitimate educational interest.
2. To the State Secretary of Education.
3. To officials of other primary and secondary school systems in which the student intends to enroll.

The school or any school personnel will not divulge in any form to any person, other than those listed above, any information contained in school records without written consent from the student's parents specifying records to be released.

Each matter of request for consent shall be handled separately. No blanket permission for release of data within the extended period of time may be solicited.

When a student reaches the age of 18, and is no longer attending high school, or is married, whether age 18 or not, student's consent alone must be obtained.

Students or parents must obtain an appointment with the professional responsible for the maintenance of the records should they wish to review the records.

ARRIVAL / DISMISSAL

Students not using school transportation should not arrive at school prior to 8:45 AM and may not leave for home before 3:30 p.m. unless excused at an earlier time. Please refer to individual building schedules for specific dismissal times.

Students are not to report to their classrooms until 9:10 a.m. Supervision is not available in classrooms until that time. Parents must **NOT** go to classroom areas without office approval.

A student who becomes ill or is sent home will be considered absent a full day if he or she leaves before 10:15 AM. The student will be considered absent for one-half day if he or she leaves between 10:15 AM and 2:30 PM. Students leaving after 2:30 PM will be considered as an early dismissal.

Parents delivering or picking up students at school should not block the front or back exit areas at SPC. They are requested to park in the designated parking area at each elementary building when waiting for students at the end of the school day. The drive/circle at each elementary building is a fire/bus lane which must not be blocked.

Students are dismissed after 3:30 p.m. Therefore, parents should refrain from arriving prior to 3:25 p.m. Parents are not permitted to go to the classrooms without office approval. Parents must sign a dismissal sheet when picking up students.

It is necessary to notify classroom teachers, in advance, if students are to go home in a different way or be dismissed to another's care. A note signed and dated by the parent/guardian is important to insure the safety of the children at the elementary school. Students going to another child's home **must have written permission from both parties.**

Also, parents who wish to have their children dismissed prior to 3:30 p.m., or have their children dismissed with the walkers, should report to the office.

SCHOOL CANCELLATION, EARLY DISMISSAL, OR DELAY

SCHOOL MESSENGER SERVICE

Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administration is aware of the hardship which can be caused by an abrupt cancellation; therefore, school will not be canceled unless a significant safety risk exists. Delays and cancellations will be sent by school messenger service. Parents may sign up to receive this free service at the beginning of the school year.

It is important that you share a **plan of action** with your child for such situations. Review this information with the child periodically. This information should include: what the child should do in the event of an unexpected early dismissal, cancellations and other emergencies, where the child should go (for example, neighbor, friend, grandma), if they are to call someone, and also inform the school via the teacher and office. At this point a note could be made on the emergency office card.

Parents should listen to WLSW Scottdale (104 FM); WCVI Connellsville (1340 AM); WPQR Connellsville (99.3 FM); WHJB Greensburg (620 AM - 107.1 FM); KDKA Pittsburgh (1020 AM); B94 -WBZZ Pittsburgh (93.7 FM); 3WS Pittsburgh (94.5 FM); WTAE Pittsburgh (1250 AM); Channel 2 (KDKA-TV), Channel 4 (WTAE-TV), Channel 11 (WPXI-TV), or Scottie (Southmoreland) Channel 202.

Notification of **scheduled early dismissals** will be reported in the Principal's Newsletter and/or monthly calendar each month.

TARDINESS

Truancy is an unexcused absence (illegal if the student is under seventeen years of age). A truant has knowingly and deliberately been absent from school. This may be with or without the parents' knowledge and/or approval. Habitual truants will be referred to the proper county agency.

A student will be considered tardy if he or she arrives between the opening of school and 10:15 A.M. Students arriving after 10:15 A.M. will be considered to be absent for a half day, provided they arrive before 2:00 P.M. Students arriving after 2:00 P.M. will not be credited with a day of attendance.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any child who arrives at school after 9:15 a.m. is considered tardy unless a bus arrives late because of inclement weather or a bus mechanical problem.

Parents or guardians and tardy students must stop at the office to be signed in before going to their classroom (so that our attendance records can be clarified and students are not charged with a full day's absence). An excuse must be provided at the time of your arrival. These excuses for tardiness will be marked excused or unexcused by office personnel. Tardies will accumulate into days absent either excused or unexcused. Excessive tardies may also be cause for disciplinary action. Unexcused tardies will be treated the same as unexcused absences.

Students tardy on numerous occasions will have a letter sent to parents regarding excessive tardies. Students tardy on three (3) occasions will have ½ day absence marked on the attendance card.

Early Dismissal - Regular School Day

Students with excessive early dismissals will be considered in the same manner as tardy absences. Parents should exercise great care in requesting an early dismissal from school. Early dismissals will be limited to medical/dental appointments or family emergencies as approved by the principal, assistant principal, or superintendent. The appropriate medical documentation for medical/dental appointments must be submitted to the office before the school day begins.

Excuses for early dismissals due to a family emergency must be accompanied by a parental telephone call to one of the above authorities.

ELECTRONIC DEVICE POLICY

The Board prohibits possession of laser pointers and attachments, by students on school grounds, on buses and other vehicles provided by the district, and at school-sponsored activities. The Board allows possession of cellular telephones under the conditions outlined in this policy.

Cellular Telephones

- 1) Students may have cellular phones in their possession at school but they must be turned off during the school day and in backpack.
- 2) Students may not use their cell phone in the school building during normal school hours.
- 3) If a student carries a cell phone, it is restricted to personal use before or after school.
- 4) The privilege of carrying a cell phone may be revoked if the phone becomes a disruption to the learning environment or the student misuses the cell phone during the school day.

FAMILY TRIP APPROVAL

Parents requesting approval to take their children out of school to go on a family trip must submit a letter at least two weeks in advance explaining the reason for the request and the duration of the trip. Prior to taking the trip, approval must be granted by the school administration. If prior approval is not granted, the absence will be considered unlawful. The principal will determine the educational value of the trip and will grant or deny an excused absence.

The student and parent/guardian is responsible for requesting makeup work for absence due to a family trip or vacation.

Parents are asked to check the school calendar before requesting to take students out of school. Major exam days should be avoided. Such requests should be limited to five (5) school days within one (1) school year. Parents are also reminded that these pre-approved trips are included in your eight day limit.

HEALTH SERVICES

EMERGENCIES

The nurse's office is located near the main office at SPC. At SES, the nurse's office is located at the end of the front hall. Both school nurses are available on a varying schedule. In case of an emergency, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only and the parents will be contacted. If parents are not available, the child will be taken to the nearest hospital via ambulance service.

However, the school is not obligated for medical expenses incurred because of accidents that happen in school. Parents are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children.

If health services are needed (except for emergencies) students are to:

1. Report first to class to obtain a pass. Students are **not** permitted to report to the health suite between classes.
2. Report to the main office if the nurse is not available.
3. Wait for a consultation with the nurse.
4. Students will be required to sign in and out of the nurse's office (exception SPC).
5. Necessity to send a student home will be determined by the nurse or an administrator.
6. A pass to return to class will be issued by the nurse or office staff.

Healthy/Active Kids Learn Better

“You can't educate a child who isn't healthy,
and you can't keep a child healthy who isn't educated.”

Jocelyn Elders

Be There!

Help your child develop healthy attendance behaviors.

When students miss too many days of school, they fall behind the struggle to keep up with their classmates. Whether the days missed are due to illness, truancy or for any other reason, the end result for the student is the same – learning time is lost. Children and adolescents will get sick at times and may need to stay at home, but we want to work with you to help minimize the number of days your student misses school.

Missed Days Add Up Quickly!

- Just a few missed days add up to several school weeks missed in a year.
- Both excused and unexcused absences can make it more difficult for your child to keep up with other students, especially in math and reading.
- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of third grade. This can have an effect on school performance in middle school, high school and beyond.

Work with Your Child and Your School

- As the parent, be strong with your child and don't let your child stay home when it is not necessary. This will help your child succeed.
- If your child has a chronic disease, make sure that the school staff is aware of the disease so the staff can assist your child if he or she becomes ill. Information about your child's chronic disease should be noted on the school emergency or health information card.

- Keep an open line of communication with the school staff and teachers. The more the school knows about your child's health, the better prepared everyone will be to work together for your child.

Helpful Ideas:

- Make appointments with the doctor or dentist in the late afternoon so your child misses as little school as possible.
- If your child must miss school, make sure you get his or her homework assignments and follow up to see if the work is completed and turned in.
- Call the school as soon as you know your child will be absent and tell school staff why your child will be out and for how long.
- Be prepared to get a doctor's note when requested by school personnel.
- If you need medical advice after business hours, most doctors
- Offices have answering services 24 hours a day to assist you.

If your child has an emergency, call 911.

For additional information, contact your child's school.

Recommendations for keeping your child at home and/or sending your child to school....These suggestions were derived from the American Academy of Pediatrics in conjunction with the CDC and PA Dept. of Health

Child Doesn't Want to go to School Frequent crying, fear, anger, not wanting to socialize, behavior change, stomach ache, nausea (These can be signs of depression, anxiety, post traumatic stress, or fear)	You should keep your child in school, but try to determine what is causing the changes. Talk to school personnel and consult a health care provider. Your child may be experiencing bullying or trauma, may be behind in his or her school work or not getting along with others. These and other issues may require you or school personnel's attention.
Chronic Diseases (Asthma, Diabetes, Sickle Cell, Epilepsy, etc.) Chronic disease is a long-lasting condition that can be controlled but not cured.	Your child should attend school. School personnel are trained to assist your child with his or her chronic disease and associated needs.
Cold Symptoms Stuffy nose/runny nose, sneezing, mild cough	If your child is able to participate in school activities send him or her to school.
Conjunctivitis (Pink Eye) The white of the eye is pink and there is a thick yellow/green discharge.	Prescribed eye medication should be given as directed for 24 hours prior to returning to school.
Coughing Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing	Keep your child home and contact a health care provider. Asthma – if symptoms are due to asthma, provide treatment according to your child's Asthma Action Plan and when symptoms are controlled send your child to school.
Diarrrhea Frequent, loose or watery stool may mean illness but can also be caused by food and medication.	If, in addition to diarrhea, your child acts ill, has a fever or is vomiting, keep him or her at home. If stool is bloody, if the child has abdominal pain, fever or vomiting, you should consult a health care provider.
Fever Fever usually means illness, especially if your child has a fever of 101 or higher as well as other symptoms like behavior change, rash, sore throat, vomiting, etc.	If your child has a fever of 101 or higher, keep them at home until his or her fever is below 101 for 24 hours without the use of fever reducing medication. If the fever does not go away after 2-3 days or is 102.0 or higher, you should consult a health care provider.
Fifth's Disease	NO - May return after diagnosed by a physician. No longer contagious after rash appears.
Hand, Foot & Mouth	NO - Keep home until diagnosed and released by a physician.

Head Lice	Children cannot come to school until there are no visible live lice. Typically 24 to 48 hours after treatment and checked by school nurse.
Impetigo	May return after 24 hours of appropriate therapy and disease is not progressive
Menstrual issues	Most of the time menstrual (periods) issues should not be a problem. If they are severe and interfering with your daughter attending school, consult with a health care provider.
Mono	Keep your child at home until a health care provider has determined that your child is not contagious
MRSA	Keep home until treated and the Physician has released. Any areas infected must be covered.
Parent is Sick Stressed, Hospitalized	If you are sick, your child still needs to attend school. Your illness does not excuse your child from attending. We all are sick at times so plan ahead for these days. Get a neighbor, relative or spouse to take your child to school and pick him or her up.
Poison Ivy	Student may attend as long as any seeping areas are covered.
Rash With Fever	If a rash spreads quickly, is not healing, or has open weeping wounds, you should keep your child at home and have him or her seen by a health care provider.
Ringworm	Student may return after first dose of appropriate therapy and open lesions are covered.
Scabies (Itch)	Student may return after appropriate therapy
Scarlet Fever (Scarletina)	May return 7 days from onset, unless physician is treating with antibiotics and gives written permission to return to school 24 hours after treatment.
Stains, Sprains and Pains	If there is not known injury and your child is able to function (walk, talk, eat) he or she should be in school. If pain is severe or doesn't stop, consult a health care provider.
Strep Throat Sore throat, fever, stomach ache, and red, swollen tonsils	Keep your child at home for the first 24 hours after an antibiotic is begun.
Vaccine Preventable Chicken Pox – fever, headache, stomach ache or sore throat, then a red itchy skin rash develops on the stomach first and then limbs and face. Measles & Rubella (German Measles) – swollen glands, rash that starts behind ears then the face and the rest of the body, sore joints, mild fever and cough, red eyes Mumps – fever headache, muscle aches, loss of appetite, swollen tender salivary glands Pertussis (Whooping aCough) – many rapid coughs followed by a high-pitched “whoop”, vomiting, very tired	Keep your child at home until a health care provider has determined that your child is not contagious.
Vomiting Child has vomited 2 or more times in a 24 hour period	Keep your child home and contact a health care provider.

Guidelines for sending medication to school

Supervision of medication use is vitally important in order to avoid the misuse of drugs. Therefore, all medications will be taken in the presence of the school nurse.

LONG - TERM MEDICATION: To be taken daily (i.e. Attention Deficit Disorder, seizure, diabetic medication)

SHORT - TERM MEDICATION: To be taken as needed (i.e. headache, asthma, pain, and insulin coverage medication)

If your child has to bring medication to school, whether long term or short term, the following requirements are essential for the safety of your child:

1. A "Physician's Authorization of Medication for a Student at School" form must be completed and signed by the parent/guardian and prescribing physician. This form must be submitted to the school nurse before medication can be administered.
2. Must be in the original container.
3. The prescription must be current.
4. The prescription must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
5. No more than one week of medication should be sent at one time, unless otherwise specified by school personnel.
6. Refrigeration is available.
7. Inhalers for asthma may be carried by students provided the required forms have been completed and the student has demonstrated correct use. Required forms include: "Physicians Authorization of Medication for a Student at School" and "Asthma Inhalers at School".
8. Forms must be renewed yearly and are available at the office.

NOTE: In order to avoid the misuse of drugs, prescription and over-the-counter medication CANNOT be brought to school by the student at any time. It must be delivered to the school nurse by parent/guardian or responsible adult.

INSECT AND BEE STING ALLERGIES

It is the responsibility of the parent/guardian to notify the school nurse, in writing, if a child is subject to an allergic reaction from a bee or other insect bite, and provide (Epi-Pen) and/or Benadryl to be given to be given in the event of a reaction. Specific instructions for administration of the medication must be provided in writing by the physician on the required form secured at the nurse's office.

EPI-PEN ADMINISTRATION

In the case of severe allergic reaction (anaphylaxis) with symptoms of flushing, apprehension, syncope, tachycardia, rash, itching, swelling, and respiratory difficulty including wheezing and/or shortness of breath, the School Nurse or her designee may administer Epi-Pen. Dosage is determined by student weight. An ambulance will be called immediately. Emergency care must be activated at the onset of a severe allergic reaction.

FOOD SERVICES

If parents have any questions or concerns regarding food service items, they should contact **Lynn Huggins, Food Service Director at 724-887-2015 or by e-mail at hugginsl@southmoreland.net**.

Breakfast is available to students @ SPC: 8:30 AM – 9:10 AM
SES: 8:30 AM – 9:10 AM

Breakfast is served on two-hour delay days. Lunches are served by grade level, in half-hour sessions. Nutritious meals are prepared in accordance with National School Lunch Program Regulations along with optional menu choices. School meals are prepared by trained cooks certified in Serv-Safe working in cooperation with the food service director. Students are encouraged to participate in the school meals program to ensure they are prepared to learn.

If students bring lunches from home, milk or juice is available for purchase from the cafeteria. Students who choose to pack a lunch even though they receive free or reduced meals must pay a la carte prices for milk or juice. Refer to the Food Service website at www.southmoreland.net and click on the Food Service link online or pricing information.

FREE AND REDUCED MEAL APPLICATIONS

Families with access to a computer with internet are to apply for free or reduced price school meals online. The link for the program to apply for meals can be found at www.southmoreland.net and click on Food Service at the right. You will need your child's PIN or Student I.D. number to apply online. Letters will be sent home the first day of school providing the student PIN number and further instruction.

Families who do not have access to a computer with internet may call the Food Service Department at 724-887-2015 to request a paper application. All families are encourage to complete the online application online, if possible.

Families who apply online via the new link do NOT have to fill out an online or a paper application.

Families who are also notified that they are Directly Certified should not fill out a paper application.

SCHOOL MENU

The daily menu for our school breakfast/lunch is determined by our food service director in accordance with governmental regulations using the requirements for nutritious meals. Portion sizes are set by U.S.D.A.. The menu is sent to each home monthly and is also available on the web @ www.southmoreland.net.

Parents are reminded to read the menu sheets that are sent home each month.

Southmoreland School District LUNCH CHARGING POLICY

Elementary level students will be permitted to charge up to a maximum dollar equivalent of three (3) **meals** as the account cap. **NO ELEMENTARY STUDENT WILL EVER BE DENIED A LUNCH.** A la carte items are not permitted to be charged by any student at any time.

- 1) These meals will include any meal on the menu.
- 2) Notices of low or deficit balances will be sent to parents/guardians at regular intervals as needed.
- 3) When the child reaches the account cap, they will be offered a designated entrée alternate plus any offered fruit, vegetables and milk. A designated entrée example would be a cheese sandwich. Households of elementary students will be notified in advance if a child is going to receive an alternate entree.
- 4) The designated menu alternate will be charged to the child's lunch account at the regular lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for

reimbursement. Parents/Guardians are responsible for payment of these meals to the food service department.

- 5) No a la carte items will be sold to a child who has a negative balance without first paying off the negative balance amount.

Reduced price status allows a student to receive meals at a price greatly reduced from the regular meal price. Reduced lunch status students will be allowed to have a negative account balance up to the maximum dollar equivalent of six (6) reduced price meals. Reduced price students receive breakfast for no charge.

STUDENT LUNCH ACCOUNTS

Each school cafeteria in the Southmoreland School District is computerized. Students eating in the cafeteria have access to their own cafeteria account by use of a personalized PIN # beginning at grade 2 through grade 12. Students in all grades may make prepayments to their lunch account to pay for the school meals and other food purchases. Prepayments are accepted by cash, check, and online payments are also accepted. Parents may sign up to make online payments or view their child's cafeteria activity through the school website under the Food Service tab. Parents are encouraged to prepay for meals as this helps speed up the lunch line giving the student more time to eat, reduces the need for the child to carry cash daily and results in less chance of cash being lost or stolen. Prepaying is more convenient for the parents, too, since they do not have to remember to send lunch money daily. Parents may also call the cafeteria in their child's school at any time and request their child's account balance or an account printout.

SPECIAL DIETS

Southmoreland School District Food Service will work within USDA guidelines to assist families of children with special diets or allergies.

A Fluid Milk Substitution Form may be filled out by the parent or medical authority and returned if your child(ren) has a milk intolerance or non-life-threatening allergy and you wish to request one of the available milk substitutions with breakfast or lunch (Lactaid or Soy Milk). Due to USDA regulations, we are no longer permitted to substitute juice or water for milk **unless there is a case of medically recognized disability**.

If your child has a more serious condition that is identified as a disability (such as food allergy which may result in anaphylaxis or celiac disease), a separate Medical Statement must be completed and signed by a physician identifying the disabling condition, and must provide both the diet prescription and food substitutions requested.

Both the Fluid Milk Substitution and medical Statement forms are available on the school district website and may be found under "food Service".

STUDENT DEBTS

If a student has incurred outstanding debts (i.e., for unpaid cafeteria meals, lost or damaged books, PTA, Fundraisers, etc.), the obligation must be cleared as soon as possible. This outstanding debt, if not cleared by the end of the year, will follow the student as they advance through each year. Food service may add a service charge to unpaid lunch balances if the balances are not resolved in a timely manner.

The elementary schools will be working on a cash basis only system with respect to Fundraisers, School Collections, and School Debts. Checks will still be accepted by our food service department as long as you are in good standing; otherwise this department will be on a money order or cash basis.

ELEMENTARY PROGRAMS

Academics are the top priority in the elementary schools. The classroom teacher is the key individual in the student's educational program. He or she is responsible for teaching the Language Arts (i.e., Reading, Writing, English, and Spelling), Mathematics, and the Social Sciences (i.e., Science, Health and Social Studies).

The areas of Reading, Writing, (integrated throughout all the curriculum), and Mathematics are emphasized throughout the elementary years. High expectations are set for students and all student are supported..

SPECIAL PROGRAMS

ART

The elementary art program is a multifaceted program designed to provide experiences for children, which promote individual creativity and allow students to examine the aesthetic merit and quality of many forms of human expression. Students are encouraged to explore the full depth of their potentiality and interests through a variety of activities and projects. All students in the elementary school have formal art classes with the art teacher. In addition to our itinerant art classes, classroom teachers throughout the school year direct additional art projects.

LIBRARY

INSTRUCTIONAL MATERIALS CENTER SERVICES

Each elementary school in the Southmoreland School District has a working and operational library. The number of volumes in these libraries now totals over 25,000.

Books and reference materials must either be returned within one week or renewed for an additional week.

At the close of each school year, students will be notified in advance as to the date when all library materials are due. Students are fully responsible for all materials that are scanned through the library computer system in their name.

The library is open on a regularly scheduled basis, and it is supervised by the librarian. Library classes are held for grades K-5. They are held for the purpose of library instruction, as well as for the enjoyment of the materials and books.

Students may use the library to borrow books for recreational reading or to do reference work for special projects. There is no fine for overdue books, but students are charged for lost or damaged books.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials is available through the library for teacher use in the classroom.

MUSIC

All students at our school have formal music classes with the music teacher. The music program provides opportunities for children to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, listening, movement, vocal expression, and music reading.

Besides general music instruction, instrumental music instruction is offered to students in grade 5. Band and Chorus are options available for all students in grade 5. Third grade students are afforded the opportunity to learn to play the song flute.

PHYSICAL EDUCATION

Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. School personnel attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program. Students in grades K-5 have formal physical educational classes. Adaptive physical education classes are provided for students with special needs. **All students should wear tennis shoes and play clothes appropriate for physical activity on gym days.**

SUPPORT SERVICES / PROGRAMS

In addition to basic classroom instruction, a number of supportive services and special programs are available to assist students/teachers and meet individual student needs.

Guidance services are directed toward the identification of the student's intellectual, physical, social, and emotional characteristics, early diagnosis of learning problems, and assisting teachers/parents to understand children and to work with them more effectively.

SPECIAL EDUCATION SERVICES

Southmoreland School District offers special education services to students with disabilities through a variety of service delivery options. These services include academic support classes including gifted support, learning support, autism support, and life skills support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical disabilities, and multiple handicaps. On-going comprehensive screening is done within all of Southmoreland's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

The Southmoreland School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 16.

SUPPORT SERVICES

The following support services are available for children in the Southmoreland School District:

Autism Support: Southmoreland has classrooms at SPC, SES, and SMS that are designed to address needs primarily in the areas of communication, social skills or behaviors consistent with those of the autism spectrum disorders.

Learning Support: Services for students with a disability who require services primarily in the areas of reading, writing, mathematics, or speaking or listening skills related to academic performance. Students may receive itinerant services (supports and services provided by special education personnel for 20% or less of the school day), supplemental services (supports and services provided by special education personnel for more than 20% but not more than 80% of the school day), or full time services (supports and services provided by special education personnel for more than 80% of the school day).

Life Skills Support: Services for students with a disability who require services primarily in the areas of academic, functional and/or vocational skills necessary for independent living.

Speech and Language Support: Services for students with speech and language impairments who require services primarily in the areas of communication or use of assistive technologies designed to provide or facilitate the development of communication capacity or skills.

Deaf and Hard of Hearing Support: Services for students with the disability of deafness or hearing impairment, who require services to address needs primarily in the area of reading, communication accessing public and private accommodations or use of assistive technologies designed for individuals with deafness or hearing impairment.

Blind-Visually Impaired Support: Services for students with the disability of visual impairment including blindness, who require services to address needs primarily in the areas of accessing print and other visually-presented materials, orientation and mobility, accessing public and private accommodations, or use of assistive technologies designed for individuals with visual impairment or blindness.

Gifted Support: Students who have been identified as intellectually gifted are provided services within the regular education setting and through classes designed for students identified as gifted.

The type and amount of support is determined by each student's Individualized Education Program (IEP) Team. In the event that the student's needs exceed the resources available within the district, the Team may determine that a placement in a program outside of the district is warranted.

School Psychologist: Services as a member of the referral team, provides consultative support to the team. Conducts individual evaluation to determine eligibility and need for special education services.

Southmoreland Elementary School has instituted an Elementary Student Assistance Program (ESAP) that provides school personnel and parents with interventions and support services designed to meet students' social and behavioral needs. The ESAP team is comprised of trained school personnel that work to prevent student problems through promotion of personal wellness in all students. This voluntary program is designed to help students succeed in school and overcome barriers to learning.

MCKINNEY VENTO and HOMELESS Student Support

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. If you are experiencing homelessness, please contact the District Homeless Liaison, Mr. Daniel A. Clara, for assistance and resources available through ECYEH at (724) 887-2047.

HOMEBOUND INSTRUCTION

A child who, due to serious illness or injury, is unable to attend school for an extended period of time (6 weeks or longer), may receive home instruction by a qualified tutor at no cost to the parent. In order to receive this instruction, the parents must request it from the elementary office. Accompanying the request must be a physician's note stating: 1. The reason for the extended absence. 2. The expected duration of the absence. 3. A statement by the doctor that homebound instruction is desirable.

READING IMPROVEMENT PROGRAM

The E.S.E.A. Title I Reading Improvement Program in the Southmoreland Primary Center and Southmoreland Elementary School are schoolwide reading programs designed to reinforce the critical core reading skills for all students.

The program's main objectives are to:

1. Build upon the student's strengths
2. Improve the student's weaknesses
3. Develop a positive attitude toward reading

The School-Parent Compact and Title I Parent Involvement Policy can be found on our website.

ACADEMIC PROGRESS

It is the intention of the Southmoreland School District to ensure high quality learning for all students. Southmoreland is committed to providing each of its students with both support and enhancement of its curriculum. This program is called IE or Intervention and Extension. All schools in the Southmoreland School District employ the IE program and provide time for teachers and students to work together beyond classroom instruction during the school day.

Each student's needs are identified through a number of instructional strategies that include assessments, classroom observations and homework. In this way, students are given prescriptive instruction that is designed to support a student in the process of mastering a concept or is designed to enrich that student's understanding of a concept for which that student has already demonstrated proficiency.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. Please review your child's progress carefully and contact the school if you have questions regarding grades. Interim report forms (progress reports) will be sent to students who are earning deficient grades at the mid-point of the nine-week period.

MARKING SYSTEM - *The numerical value for grades may be computed as follows:*

90%	TO	100%	A
80%	TO	89.99%	B
70%	TO	79.99%	C
60%	TO	69.99%	D
0%	TO	59.99%	E

The value for grades O - S - N - U are computed as follows:

90%	TO	100%	Outstanding	O
70%	TO	89.99%	Satisfactory	S
60%	TO	69.99%	Needs Improvement	N
0%	TO	59.99%	Unsatisfactory	U
0%			Incomplete	I
0%			Not Applicable	N/A

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held every year in the elementary grades. The first conference is held during the 1st 9 weeks of school. Conferences help implement plans to work together which help the student have a successful school year.

Parents are encouraged to contact the teacher whenever there is a need to inform the school about possible problems or concerns. Working together can only help increase the chances for a bright future for the students of our district!

TESTING SERVICE

The Southmoreland School District uses various assessments and testing programs to monitor student progress and provide information to continually improve the instructional program to best meet the needs of each student.

- All second and fourth graders will take the Test of Cognitive Skills (IQ) in the fall.

- All third, fourth, and fifth graders are required to take the Pennsylvania System of School Assessment (PSSA) tests in the spring. These tests cover Math, and English/Language Arts. In addition, students in Grade 4 will be tested in Science.
- Guided Reading Assessment – Grades Kindergarten to Grade 3
- Psychological testing services are also used at times to help further evaluate an individual student’s placement and needs.

CLASSROOM POLICIES

TEXTBOOKS/SUPPLIES

The school provides textbooks and basic paper/pencil supplies. If a book is lost, misused, or damaged beyond reasonable wear, the student will be charged for the book’s replacement. Parents are requested to provide a backpack or book bag for the transport of schoolwork and materials to and from home.

HOMEWORK

I. Philosophy

We believe that homework at Southmoreland is one of many utilized activities to integrate the efforts of school and home as a means of extending the physical, intellectual, emotional, aesthetic, social and moral growth of every child.

We also believe that homework (independent work) reinforces school learning. Furthermore, it provides practice and expands application of knowledge and skills. Accordingly, each student can better explore academic career needs and leisure time needs that will enrich his/her life as well as the lives of those around him/her.

II. Purposes -

1. To promote good study habits (work ethic).
2. To develop self-direction and responsibility for working independently.
3. To aid in mastery of skills.
4. To promote creativity.
5. To act as a stimulant towards new learning.
6. To reinforce knowledge.
7. To keep parents informed regarding skill and content being taught in the classroom.

Each teacher shall have the responsibility of:

1. Challenging the ability and interest of the students.
2. Attempting to limit homework to the timelines suggested herein.
3. Explaining thoroughly all homework assignments.
4. Evaluating and return all homework. (Homework will be considered as part of the student’s grade each marking period.)
5. Assigning homework at the independent or review level.

Teachers will use discretion when assigning homework over holiday and weekends (some assignments need this additional time, i.e., research book reports, creative writing etc.).

Each parent/guardian shall have the responsibility of:

1. Assisting the student in planning when to do homework given the family's nightly schedule.
2. Providing a consistent time and place suitable for completing assignments.
3. Signing assignments, agendas, or tests when requested.
4. Communicating with the teacher regarding any homework or academic concerns.
5. Communicating with the teacher with respect to the reason for incomplete homework assignments. Teacher discretion will prevail in the acceptance of the reason. Frequency and type of reason are factors to be weighed by the teacher.
6. Please consult the calendar and your child's schedule, see that the child is dressed appropriately and have materials for class whether the day calls for art, gym, music, band, chorus, etc.

Each student shall have the responsibility of:

1. Taking home assignments clearly written down.
2. Being responsible to return completed work on time.
3. Arranging your answers as directed by your teacher.
4. Being neat and accurate.
5. Reading books you like at home.
6. Collecting materials that will help you in school - paper, pencils, notebooks, magazine pictures, or other special requests by your teacher.
7. Being prepared and dressed for the day whether your class schedule calls for gym, art, music, band, chorus, etc.
8. Getting their parent/guardian to sign their agenda prior to the start of the school day (grades 3 to 5)

Incomplete assignments must be made up in a time period established by the teacher.

*** Suggested Timelines for Homework**

Kindergarten:	15-30 minutes	Grades 3-4:	30-60 minutes
Grades 1-2:	15-45 minutes	Grades 5:	45-90 minutes

*Suggested timelines will vary due to differing learning rates and abilities between students. Also, students not able to or willing to complete work in school will require more time to complete work at home. If you suspect that this may be the case please consult the teacher.

The failure of the assigned homework to comply with one or more of the guidelines or general philosophy set forth above SHALL NOT constitute a defense for a student's failure to completely, properly, and timely complete the assignment. When making future assignments the teacher should consider the guidelines and philosophy.

Parents are reminded that the times stated for assigned tasks may vary for individuals, since children learn and work at different rates of speed. Also, long-range projects may require work on weekends (if students are unable to complete their work during the week). Children should be encouraged to use their time wisely throughout the week, to avoid unnecessary pressure of homework assignments on the weekends.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. **The following are student guidelines for achieving good study habits:**

1. **Come to class prepared with pencil, paper, and other necessary materials.**
2. **Be an active participant in class. Listen well and take part in class.**
3. **Ask questions to clarify problems.**
4. **Plan your day and schedule time for homework.**

5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

PARTIES / TREATS

Parties may be held each school term at the discretion of each elementary principal. Treats, refreshments, and activities will be provided by homeroom parents in cooperation with the classroom teachers and/or the PTA. A nominal fee may be collected for each party to buy party items.

Homeroom parents are reminded **that preschoolers are not to be brought to the parties.** Please consider this policy when volunteering to help with the school parties.

Since the students will receive treats and refreshments on party days, additional treats should not be sent to school at these times. If your child has a birthday on a party day, or you would like to treat his/her class, please send your treat to school on a day other than a party day. Additional food on these days is often wasted, and it is difficult for teachers to explain why certain classrooms receive extra treats.

Birthday treats may be brought to school. However, these treats will be distributed to students at the discretion of the classroom teacher.

If you are planning a birthday party for your child outside of school and wish to send invitations in for his/her classmates, please note that you must send invitations for all students, all boys or all girls.

In order to improve our children’s health and wellness, the Southmoreland Community Health Council has compiled a list of **healthy snack choices** that would be appropriate for holiday and birthday parties. By promoting good nutrition within the district, our students will have the opportunity to lead a healthier life.

Due to several student allergies, please do not send anything containing **peanuts or **any other nuts**.*

Low-fat dip and vegetables – carrots, celery, cucumbers, broccoli, tomatoes

Fresh fruit – apples, oranges, bananas, grapes, melon

Dried fruit – apricots, apple chips, banana chips, raisins

Fruit cups

Sugar free pudding cups

Sugar free popsicles 100% juice boxes

Sugar free Jello cups Frozen yogurt

Pretzels

Ginger snaps

Vanilla wafers

Low-fat mini muffins

Animal crackers

Teddy Grahams

Graham crackers

Goldfish crackers

Low-fat Ritz crackers

String cheese

Cheese-filled crackers

Bottles of water

Granola bars

Popcorn

Bagel chips

Chex Mix

Pita chips

Baked potato chips

Baked cheese puffs

DISCIPLINE

WEAPONS

Possession of any weapon, including a pocketknife, will result in an out-of-school suspension as a minimum sanction. Students who bring a weapon to school may face prosecution and permanent expulsion from school. This guideline is in accordance with the Safe Schools Act.

NOTE TO STUDENTS:

Southmoreland is your school, and you share in the responsibility to make it a better place to learn. The behavior expected from you at school is a combination of common courtesy and safety considerations. School can be a pleasant place to learn if all students work together. Students are expected to treat all adults at school with respect and courtesy, no matter their position.

General Rules for Students:

1. Come to school regularly and on time.
2. Complete all assignments on time.
3. Come prepared for class.
4. Make up work missed during absences.
5. Avoid using disrespectful words or actions.
6. Be polite and kind to other children and adults.
7. Talk and walk in school in a manner appropriate for a school activity.
8. Treat the property of others with care.
9. Reserve running and throwing actions for the gym class or outside recess period.
10. Treat others as you would like to be treated.

There are several types of conduct which are never permissible at school. These include: 1) Pushing, fighting or striking other students, 2) Defiance of school staff, 3) The use of profanity, 4) Possession of weapons or other dangerous objects, 5) Theft, 6) Possession or use of any controlled substance, including alcohol and tobacco.

A severe infraction usually results in a school suspension or involvement of law enforcement officials.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, disciplinary action will be taken by school personnel. Parents will be notified of any major offenses that occur.

FOOD / GUM / CANDY

Students are not permitted to chew gum while in school for health and custodial reasons. Treats including ice cream, soda, and candy are to be eaten during lunch or as approved by the classroom teacher.

FIGHTING

The School Board recognizes that every student shall have the opportunity to attend school reasonably protected from bodily harm from other students. The building principal shall be designated as being attendance officers for their building and shall have the power to file a summary (non-traffic) citation before the district magistrate for disorderly conduct.

LITTER POLICY

Our school grounds are attractive when kept free of litter. If you are visiting the school, or if you are a student, please put litter in its place.

PAPER RECYCLING PROGRAM – public use

MATERIALS INCLUDED IN THE WASTE PAPER PROGRAM

All normal paper discarded daily from home, office buildings, such as:

White & Colored Paper Envelopes with & without windows
Computer printout paper Manila, White and Pastel File Folders
Copy Paper Laser Printed Paper
Fax Paper Carbonless (NCR) Paper Forms

CONTAMINANTS to PAPER RECYCLING PROGRAM

(Never ADD to waste paper)

Mylar	Glass	Wet Waste
Vellum	Wood	Plastic
Tyvek Envelopes	Metal	Carbon paper
Photographs	Acetate sheets	Styrofoam
Cardboard		

*Staples and paperclips are acceptable in this program

Paper Recycling Dumpsters *presently* located at :

Southmoreland Primary Center and Southmoreland Elementary School

We also accept used ink cartridges for recycling at SPC. Please keep us in mind before throwing your used cartridge in the garbage. Please drop off in the receptacle near the school's office doorway.

We also collect aluminum pop tabs for the Autism Foundation

Proceeds earned benefit Southmoreland Elementary Schools!

SOLICITING

Students are not permitted to bring items to school for selling, trading, or ordering purposes, unless it is a fundraising activity sponsored by the school.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include suspension. The school requires that damage caused by vandalism be paid for by the individual(s) who cause the damage.

DISCIPLINARY ACTIONS

Appropriate disciplinary action will be taken if students fail to observe the rules/regulations of the elementary school. The action taken will depend upon the severity of the infraction and surrounding circumstances. The following actions are examples of actions, which may be taken at the discretion, and judgment of the teacher and/or principal:

1. Verbal reprimand
2. Detention after school
3. Loss of recess
4. Written and/or verbal apology
5. Loss of privileges (i.e., exclusion from assemblies, special activities, or class trips)
6. Written or telephoned report to parents from principal, teacher, or student
7. Suspension

SUSPENSION / EXPULSION

Suspensions from school are given by the principal for severe infractions of school rules and policies. If your child is suspended, you may be required to speak with the principal before reinstatement can take place.

Expulsion is an extreme measure, which may occur after a formal hearing before the Superintendent and Board of School Directors.

BUS CONDUCT

Riding a school bus is a privilege. Bus privileges can be revoked if students are not cooperative with the bus drivers. Rules/regulations for bus conduct are put into effect in order to insure the safety of children.

The following rules have been established in order to ensure the safety of all students who ride the buses:

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver. His or her first concern is for your safety.
3. Video cameras with sound are on the buses for safety.
4. Use only the bus and bus stop assigned. Students will not be permitted to ride different buses unless a note signed by a parent or guardian is submitted to the teacher in advance and the permission of the principal or his designee is granted. This permission will be granted on a limited basis since the bus capacity number must remain below the total bus capacity designated by the law for each school bus. The capacity number varies depending upon the seating capacity of the bus. If a student is going home with another student both parties need to submit a note signed by parents/guardians granting permission.
5. Waiting for the Bus -
 - ✓ Be at your stop five minutes ahead of time.
 - ✓ Stay a safe distance from the road.
 - ✓ When the bus approaches, get in line.
 - ✓ Stay clear of the bus until it has come to a complete stop.
 - ✓ Let smaller children board first.
 - ✓ Your bus driver has a schedule to keep. If you are not at the bus stop, he or she cannot wait for you.
6. Getting On and Off the Bus -
 - ✓ Always use the handrail
 - ✓ Go up or down the steps one at a time.
 - ✓ Don't push or crowd others.
 - ✓ Go directly to your seat. The bus will not move until all passengers are seated.
 - ✓ Regulations do not permit passengers to stand in a moving school bus.
 - ✓ Orderly behavior is required at the bus stop.
 - ✓ Students shall sit where assigned by the driver.

- ✓ Remain seated, facing front, when the bus is in motion.
 - ✓ Talk, quietly and make no unnecessary noise.
 - ✓ Do not talk to the driver unless it is necessary.
 - ✓ Windows shall be opened only with the permission of the driver.
7. Students must refrain from placing arms or head or any part of the body out of the window.
 8. Do not litter the inside of the bus or throw anything out the window.
 9. Tampering with or destroying bus equipment is a very serious infraction and will be treated as such with revocation of the student's bus privileges.
 10. Pets are not permitted on the bus.
 11. The use or possession of tobacco in any form is forbidden, and any infraction of this regulation may result in revocation of bus privileges.
 12. Eating or drinking on the bus is prohibited.
 13. Profane language, shoving, fighting, throwing things of any kind, etc., while waiting for the bus or while a passenger on the bus is strictly prohibited.
 14. The emergency door at the rear of the bus is to be opened only on the orders of the bus driver or in an extreme emergency.
 15. Any request for bus schedule changes must be made through the District Office.
 16. Standard seating in a school bus (66 passenger or 72 passenger) requires three students to a seat at full capacity.
 17. Remain seated in your assigned seat until the bus has come to a complete stop at its destination or your bus stop.
 18. During the first week of school, all eligible students should ride on the buses.
 19. It is understood that students are permitted to bring the necessary "tools of their trade" and school projects (when not excessively large). Students must not take undue advantage of this and must at all times keep aisles and entrance clear so as to not obstruct traffic. Books and parcels are to be held on passengers' laps.
 20. After you leave the bus, go directly to your assigned place or home. You must bring a note from your parents, to be given to the school administrator, any time you are to get off the bus at a stop other than your own.
 21. Demonstrate good citizenship by cooperating with your bus driver so that your parents and school officials can depend upon the safe transportation to and from school. It is everyone's responsibility.
 22. These regulations apply to activity buses, as well as to regular buses.

BUS DISCIPLINARY ACTIONS

- A. **First Offense** - (warning or 1-3 day bus suspension) The bus conduct report will be sent home with the student for a parent signature. The parents' cooperation will be asked in correcting the student's behavior so that a second offense will not occur.
- B. **Second Offense** - (3 day bus suspension) The bus conduct report will be sent home for a parent signature. Cooperation will again be asked in correcting the student's behavior so that a third offense will not occur.
- C. **Third Offense** - This misconduct may result in indefinite suspension of all school privileges. Restoration of bus privileges would then be determined by the Board of Education after a meeting with the student and parents.

BUS ROUTES / OPERATING POLICIES

Bus routes and stops are established prior to the beginning of each school year. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies.

Parents who have questions concerning bus routes, time schedules, or bus stops should contact Quest Transit at 724-887-5030 and speak to Art Showman. Any changes in bus routes or stops must be approved by Southmoreland Director of Transportation @ 724-887-2036. Behavioral problems on school bus should be directed to principal.

Primary level students (kindergarten and first grade) if there is no parent / guardian at the bus stop the student will NOT be allowed off the bus. The student may be taken to the bus garage and they will need to be

picked up at that location. Whoever picks them up at the bus garage must have photo identification to show bus company personnel. Primary age students will not be entrusted to the care of older elementary siblings.

RECESS POLICIES

Weather permitting, students in most grade levels have recess every day. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Shorter outside times may be scheduled on very cold days. Always dress your child for outside recess.

Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. Quiet games and talking with friends, etc. are permitted by the teachers in charge.

All students must be on the playground during outside recess. Only students with medical excuses or on detention will be allowed to remain in the building during scheduled outside breaks.

School staff will supervise indoor and outdoor recess periods. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

The following rules apply to outdoor recess:

- *Treat others courteously.
- *Use playground equipment properly.
- *Do not throw objects (i.e., rocks or snowballs) at others.
- *Do not fight, push or play rough (i.e., tackle football) on the playground.

Electronic Devices:

Gaming devices and other electronics should not be brought to school. The school assumes no responsibility for items brought to school that may be lost or stolen.

BICYCLES

The school assumes no responsibility for bicycles. However, bike racks are available at SES for student convenience. It is suggested that students chain their bikes to the bike racks for safety purposes. Bicycles are not to be ridden on school grounds except as transportation to and from school.

DRESS CODE

Students generally conduct themselves in a manner similar to the way, in which they dress and groom. They should wear clothing appropriate for a school setting.

The following guidelines are being made available for your information. This might be some assistance as you purchase your child's school clothes. Students are expected to come to school in a manner that is accepted as being in good taste. Hats or sunglasses are not to be worn while in the school building. Bare midriff shirts and blouses, scarves worn as bandanas around the forehead, spandex, and clothing with suggestive drug, alcohol or profane references are not permitted. When wearing sleeveless shirts with straps, the strap must be at least one inch in width. Shorts of a fingertip length or longer are permitted. Trousers must ride at the waistline and not drag under shoes. Platform shoes, high heels, flip-flops, need to be avoided for the child's safety. Gym shoes are needed for gym classes. Wallet chains, dog chains, and the like are not permitted.

EMERGENCY DRILLS

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Parents should feel confident concerning all emergency procedures at the school.

FIRE DRILLS

Fire drills are conducted once each month in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area a safe distance from the building. Children are directed to these designated areas as fast as possible in a safe, quiet, and orderly manner.

EMERGENCY WEATHER DRILLS

Emergency drills may be conducted during the school year. During these drills, each classroom goes to a designated area within the building. All children sit or kneel with heads covered and faces down and away from windows.

BOMB THREATS

A bomb threat is an extremely rare occurrence. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures.

FIELD TRIPS

Field trips to places of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray trip costs. Parents are reminded that field trips within the district do not require a permission slip; however, we do notify you of an event via the monthly school calendar or in special note home. Examples of trips: Geyer Theatre, Southmoreland Elementary, Greenridge Reclamation, West Overton, and so on.

HOMEROOM ASSIGNMENTS

A range of abilities, a balance between boys and girls, and a balance in the overall number of students in each homeroom determine homeroom assignments. Also, students may be cross-grouped within the grade level. This means that students may receive instruction from a teacher other than their homeroom teacher. Therefore, because of the educational/organizational pattern, it is not always possible to honor homeroom requests.

PETS

Students are not to bring pets to school unless they have obtained special permission from the principal. If advance permission is obtained, parents may bring pets to school for a special display or activity during the school day. Pets are not permitted on the school bus.

SCHOOL VISITATION

All parents/visitors must report directly to the elementary office to pick up their child(ren) for appointments, to deliver birthday treats, etc. At no time should parents report directly to a classroom. In order to minimize classroom interruptions, children will be called to the office for you. Parents/guardians must sign out children who need to leave the building during school hours. This precaution is necessary to insure the safety of your children.

An open house, parent-teacher conferences, school programs, and classroom visitations are a few options available to parents to acquaint them with the school facility and the instructional program. If parents/guardians want to visit the classroom, they should contact the elementary principal. A pass will be issued whenever possible. The elementary principal reserves the right to deny a visitor's pass as he deems necessary.

SEXUAL HARASSMENT

The Southmoreland School District is committed to maintaining an educational environment for all its students which is free from any type of sexual harassment by staff, employees, or other students of the district.

Students who feel victimized or threatened by sexual harassment of any form or nature should report it immediately to the building principal, counselor, nurse, or teacher of their choice.

SMOKE / TOBACCO-FREE ENVIRONMENT

No one, at any time, may smoke or use tobacco in any of the buildings or on any property operated by the Southmoreland School District. This includes, but is not limited to, cleaning and lavatory areas, conference and meeting rooms, classrooms, lounges, auditoriums, gymnasiums and athletic areas. Consult the Discipline Code as charges may be filed with the magistrate's office.

TELEPHONE

The office telephone is a business telephone and is not to be used by students, **except in an emergency**. It will not be used by students during the instructional day without permission from their teacher, the secretary, or the elementary principal.

VALUABLES

School personnel cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (i.e., lunch money) or other important possessions to school, students are responsible for these items.

LOST AND FOUND

All clothing found in the school is placed in containers located near the office and gymnasium at elementary schools. Students may claim them after proper identification. Unclaimed items are given to a local charity shortly after the last day of each school term.

INSURANCE

Student accident insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care, and parents are encouraged to investigate the service. Please note that this school insurance provides limited coverage. The school is not obligated to pay medical expenses for accidents that occur at school.

P.T.A.

The Southmoreland P.T.A (Parent Teacher Association) has been highly involved in improving our schools and providing assemblies and additional activities for our students. PTA is a non-profit organization; therefore, fund raising is necessary throughout the school year to provide the means to support these programs. All parents are urged to become members and actively participate. Meetings are scheduled throughout the year. Advance notice of the meeting date and time are sent home to all parents in the elementary school. Current PTA Officers listed in the front of handbook.

PARENT VOLUNTEERS

In today's education realm, parental involvement plays an important role. Involving parents as school volunteers helps both the staff and children to better realize their goals of educational achievement. School volunteers can offer a valuable gift to professional educators, children, and office staff - the gift of time.

In working with children, some qualities that volunteers should bring to school are affection, tolerance, and a sense of humor and the ability to maintain confidentiality.

At this time, volunteers are needed, both as library/classroom aides, and for duplicating services. Other needs may arise as the year progresses. Information will be sent home with your child early in the school term.

REQUESTS FOR SCHOOL WORK WHEN CHILD IS ABSENT

Parents requesting schoolwork for absent children should do so by 10:00 a.m., work will be available at 3:00 p.m. for pick-up. We cannot guarantee that work will be available on the same day when a call is received after 10:00 a.m.

SCHOOL PICTURES

Individual student pictures will be taken sometime near the beginning of the school year, usually in September or October. A make-up day for absentees occurs at a later date. The purchase of student pictures is optional. Yearbooks may either be included or may be purchased separately from picture packages.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers is when the regular teacher is ill or engaged in professional training. Students are expected to be extra courteous to substitute teachers. All substitute teachers are certified teachers.

STUDENT TEACHERS

Student teachers and pre-student teachers from local colleges or universities may be assigned to your child's classroom during the school term. This student teaching program is a cooperative effort between the Southmoreland School District and the college or university. The overall instructional program is the responsibility of the classroom teacher.

- MISCELLANEOUS -

1. When materials and papers are sent home which are to be returned, return them within the specific time limit requested by the school.
2. When parents wish to discuss any matter with a teacher, please call and arrange a conference. Since teachers cannot leave a classroom unsupervised, calls can be accepted in the morning from 8:30 a.m. to 9:10 a.m., and in the afternoon from 3:50 p.m. to 4:00 p.m. It is suggested that parents do not call teachers at home.
3. Hard balls used for playing games are not permitted.
4. Sleds may not be brought to school on the school bus.
5. Students are responsible for lost or damaged books.
6. Students may not hold parties without prior approval of the elementary principal.
7. Students may not throw snowballs at any time.
8. Students are not permitted to bring knives, guns, or any other item considered a weapon to school. By legislative act, a knife is considered to be a weapon. If a knife is brought to school, the authorities will be notified and the law followed.

SOUTHMORELAND SCHOOL DISTRICT

Compliance Policy Statement Title VI, Title IX, Section 504, A.D.A. and Age Discrimination

In compliance with the following statutes and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans With Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975 (ACT), the Southmoreland School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its admissions, educational programs, activities, or employment practices.

The district commits itself to take whatever remedial action is necessary to rectify proven instances of discrimination where Title VI, Title IX, Section 504, ADA, and ACT are applicable.

Inquiries concerning Title IX and Section 504 may be referred to the Dr. John A. Molnar, Title IX and Section 504 Coordinator for the Southmoreland School District, whose office is located at Southmoreland Middle School.

COMPLAINT OF SEX DISCRIMINATION OR HARASSMENT AND ALL OTHER FORMS OF UNLAWFUL HARASSMENT AND DISCRIMINATION

This district has a Title IX Grievance Procedure applicable to complaints of Sex Discrimination or Harassment and all other forms of unlawful harassment or unlawful discrimination in its educational programs, activities, or employment practices prohibiting discrimination or harassment, including those based on race, color, national origin, sex, age, disability, religion, ancestry, and familial status.

A complaint by or on behalf of a student should initially be filed with the building principal for the school where the student attends.

Southmoreland Elementary School students: Mr. John L. Lee, Jr., Principal, Southmoreland Elementary School Office, 100 Scottie Way, Scottsdale, PA 15683 (724) 887-2020. Note: If the complaint is against the principal, contact Dr. John A. Molnar, Superintendent of Schools, Southmoreland Middle School.

Southmoreland Primary Center students: Mr. Daniel A. Clara, Principal, Southmoreland Primary Center Office, Box C, Alverton, PA 15612 (724) 887-2026. Note: If the complaint is against the principal, contact Dr. John A. Molnar, Superintendent of Schools, Southmoreland Middle School.

The grievance (complaint) procedure is included in the Southmoreland Policy No. 848 Unlawful Harassment and Unlawful Discrimination. A copy of the policy and a Form Complaint and a list of persons with whom to initiate a complaint or appeal may be obtained from the office of any school district principal, including the one listed above, or, the offices of the Title IX Coordinator or Dr. John A. Molnar, Superintendent of Southmoreland Schools.

STUDENT NONDISCRIMINATION NOTICE

The Southmoreland School District will not discriminate nor tolerate harassment in its educational programs, activities, or employment practices, based on race, color, national origin, sex, age, disability, religion, ancestry, familial status, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws and Southmoreland School Board Policy No. 848 "Unlawful Harassment and Unlawful Discrimination."

The person responsible for coordinating this district's obligations under Title IX is: Dr. Molnar, Superintendent of Schools and title IV coordinator. Copies of the policy and complaint forms and a list of persons with whom to initiate a complaint or appeal may be obtained from Dr. Molnar or a building principal.

Citizens, volunteers, vendors, and parents or guardians of students who have an inquiry or complaint of harassment or discrimination should contact the principal of the building with which they are concerned regarding complaint procedures. If the inquiry or complaint involves the building principal, grades K-12 should contact Dr. John A. Molnar, Superintendent of Schools at 887-2000; all persons with problems with Central Administration or applicants for employment should contact Dr. John A. Molnar at (724) 887-2000 Southmoreland Middle School, 200 Scottie Way, Scottsdale PA 15683.

**RULES AND REGULATIONS
DISCIPLINE CODE
LEVEL I**

DESCRIPTION

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

PROCEDURES

1. There is immediate intervention by staff member who is supervising the student or who observes the misbehavior.
2. Repeated misbehavior requires a parent/teacher conference.
3. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.
4. Movement from LEVEL I to LEVEL II (teacher discretion.)

BEHAVIORS

DISCIPLINARY OPTIONS/RESPONSE

- | | |
|---|---|
| 1. Disrespect for property of others | A. Teacher-pupil conference |
| 2. Discourtesy and disrespect for others | B. Verbal reprimand |
| 3. Restroom (i.e., misuse of sinks, water, commodes, misbehavior) | C. Special assignment -constructive |
| 4. Lunch Room (i.e., excessive noise) | D. Behavior contract |
| 5. Chewing gum | E. Teacher counseling |
| 6. Classroom disturbance | F. Withdrawal of privileges (i.e., recess, parties, and programs) |
| 7. Classroom tardiness | G. Strict supervised study & detention (in school) |
| 8. Cheating - lying | H. Cleaning thrown food, crayon, pencil, etc. |
| 9. Repeated failure to complete assignments or carry out directions | I. Teacher conferences with parent |
| 10. Corridor disturbance (i.e., running and excessive noise) | J. Student calls parent |
| 11. Failure to complete homework assignments | |

RULES AND REGULATIONS

DISCIPLINE CODE

LEVEL II

DESCRIPTION

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

PROCEDURES

1. The student is referred to the administrator for appropriate disciplinary action through the use of the disciplinary referral form.
2. The administrator may meet with the teacher and affect the most appropriate response.
3. The teacher is informed of the administrator's action.
4. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.
5. A parental conference may be held.

BEHAVIORS

DISCIPLINARY OPTIONS/RESPONSE

- | | |
|---|--|
| 1. Continuation of unmodified LEVEL I misbehavior | A. Verbal reprimand |
| 2. School tardiness | B. Special assignment - constructive |
| 3. Truancy | C. Behavioral contract |
| 4. Possession of tobacco | D. Withdrawal of privileges (i.e., Level I now including field trip) |
| 5. Using forged notes or excuses | E. Corporal Punishment (Teacher and principal or principal's designee in absence of principal) |
| 6. Cutting class | F. Guidance counseling |
| 7. Fighting (i.e., physical contact) | G. Before or after school detention. |
| 8. Defiant failure to complete assignments | |
| 9. Lunch room - throwing food | |
| 10. Abusive language or vulgarity | |

The use or possession of tobacco products by students on school property/buses is strictly prohibited. This includes chewing tobacco and snuff. Students found to be using and/or possessing tobacco products will have charges filed against them with the magistrate. Tobacco products and all lighters or matches will be confiscated. Students involved in warning student smokers of approaching Administrators/Teachers will be considered involved in illegal activity and will be assigned detention/ISS depending on the number of offenses. The following discipline will be applied: 1) first offense - 1 day OSS (Out of School Suspension), 2) second offense - 2 days OSS, 3) third offense - 3 days OSS, 4) Subsequent offense - Additional suspension and possible referral to Superintendent.

RULES AND REGULATIONS

DISCIPLINE CODE

LEVEL III

DESCRIPTION

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

PROCEDURES

1. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. The administrator meets with the student and confers with the parents or guardian about the student's misconduct and the resulting disciplinary action.
3. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.
4. There is restitution of property and damages when necessary.
5. Teacher is informed of the administrator's actions.

BEHAVIORS

DISCIPLINARY OPTIONS/RESPONSE

- | | |
|--|--|
| 1. Unmodified LEVEL II behavior | A. Temporary out-of-school suspension |
| 2. Vandalism (minor) under \$25.00 restriction | B. Corporal punishment (Teacher and principal or principal's designee in absence of principal) |
| 3. Possession or use of controlled substance or counterfeit controlled substances, drug paraphernalia or alcohol | C. Guidance counseling (habitual offender) |
| 4. Theft | |
| 5. Threats to others | |
| 6. Verbal and/or physical abuse to school personnel | |
| 7. Deliberately setting off false fire alarm | |

RULES AND REGULATIONS

DISCIPLINE CODE

LEVEL IV

DESCRIPTION

Acts which result in violence to another's personal property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school. The administration may wish the intervention of law enforcement authorities and action by the board of school directors.

PROCEDURES

1. The administrator verifies the offense, confers with the staff involved and meets with student.
2. The student is immediately removed from the school environment. Parents are notified.
3. School officials contact law enforcement agency and assist in prosecuting offender.
4. A complete and accurate report is submitted to the superintendent for board action.
5. The student is given a full due process hearing before the board.

BEHAVIORS

DISCIPLINARY OPTIONS/RESPONSE

- | | |
|--|---|
| 1. Unmodified LEVEL III misconducts | A. Suspension with recommendation to superintendent for expulsion |
| 2. Extortion | B. Other board action which results in inappropriate placement |
| 3. Bomb threat | |
| 4. Possession/use/transfer of dangerous weapons | |
| 5. Assault/battery | |
| 6. Vandalism (major) over \$25.00 | |
| 7. Theft/possession/sale of stolen property | |
| 8. Arson | |
| 9. A first offense of furnishing, selling, transferring or offering to do any of the above, or a subsequent possession consuming or use of: controlled substances, drug paraphernalia or alcohol | |
| 10. Deliberately setting off false alarm (second offense) | |
| 11. Dangerous fighting (i.e., using objects as weapons) | |
| 12. Sexual misconduct | |

District Permission Slip – Educational Trip

Throughout your child's educational experience several educational opportunities may arise within the school district which requires your child to leave the school grounds. Some examples of these trips are Loucks Park at SES, Orientation at SES, community Field Trip and so on. We are required to have a permission slip for these trips even though they are with the district.

These trips sometime occur with little notice, so to minimize much of the confusion we've had in the past, we would like to have your permission now for these up-coming events. We will always inform you of these trips ahead of time so that if you do not wish to have your child participate you may then make special arrangements.

**Please complete, sign, and date the permission below
and return to school with your child tomorrow!**

District Permission Slip

Please return to your child's teacher

_____ has my permission to attend the educational
trips within the school district during the **2016-2017** school year.

Parent's Signature

_____/_____/_____
Date

Web Page / Photo Permission Slip

In addition to the field trip information above we also have many photo opportunities for your child to participate in whether in our local area papers and/or on our web pages at Southmoreland School District. We like the community to know about these fun events, awards, and etc. and hope that your son or daughter will be able to be included in these events.

Please complete, sign, and date the permission below.

Web Page & Photo Permission Slip 2016-2017

I give my son/daughter permission for their name and picture to be used on the Southmoreland Web Page and Local Area News Papers.

I do not give my son/daughter permission for their name and and picture to be used on the Southmoreland Web Page and Local Area News Papers.

Parent/Guardian's Signature

_____/_____/_____
Date