



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 2021-2022 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 year will be a new experience for all of us. We ask for your patience and support as we work to make this a great experience for everyone!

This handbook has been prepared to share information with 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. Information regarding Covid 19 has been included in our Health section and may also be found on our website.

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,

Mrs. Tracey Kuchar-Long
Principal
Southmoreland Elementary School - 724-887-2021

Mr. Ron Heitchue
Principal/Director of Special Education
Southmoreland Primary Center -724-887-2026

DIRECTORY OF THE ELEMENTARY STAFF

Superintendent	~ ~	Mr. Vincent A. Mascia, Jr.
Assistant Superintendent	~ ~	Dr. Daniel A. Clara
SES Principal	~ ~	Mrs. Tracey Kuchar-Long <i>Southmoreland Elementary School (Grade 2-3-4-5)</i>
SPC Principal/ Director of Special Education	~ ~	Mr. Ron Heitchue <i>Southmoreland Primary Center (Grade K-1)</i>
Counselors	~ ~	Miss Lisa Fratto / SES Mrs. Sarah Whitacre / SPC
Nurses	~ ~	Mrs. Amy Hixson, RN, CSN /SMS/SES Mrs. Sandra Geiger, RN / SPC
Administrative Assistants	~ ~	Mrs. Robin Roth / Admin. Assist. SES Mrs. Amy Yezek / Admin. Assist. SES Mrs. Kelly Vance / Admin. Assist. SPC

The Southmoreland Board of Education

Michelle Williams - **President**

James Carson

Dr. Catherine Fike

Nicole O'Rear

Jason Pawlikowsky

Candice Raymond

Gail Rhodes

Heather Smith

Kristy Smith



Southmoreland Primary Center

Kindergarten Teachers

Kim Albright
Amber Cernuto
Kelly Derr
Christopher Huff
Ivy Martin
LeeAnn Richter
Tammy Tabaj

First Grade Teachers

Diane Arnold
Claudia Clemens
Jamie Friguglietti
Cheryl George
Kylee Sofranko
Jennifer Stinnett
Amy Wolfe

Learning Support

TBA

Autistic Support

Jennifer Steffenino

Intervention Specialist

Kaely Potochnik

Autistic Support Aide

Sandy Tylka
Keith Smitley



Southmoreland Elementary School

Second Grade Teachers

Jessica Glowacki
Leah Govi
Sue Jones
Katie Marnell
Amy Pushkis
Sheri Zimmerman

Third Grade Teachers

Vicki Brodak
Morgan Coleman
Rick Kriger
Jennifer Schaeffer
Zachery Sheridan
Jennifer Zeffiro

Fourth Grade Teachers

Erin Dzambo
Marla Henry
Amy King
Leslee Kuhns
Traci Lee
Ronald Sekerchak

Fifth Grade Teachers

Abby Cesario
Brenda Cottom
Mark Dye
Sharon Goodiski
Krista McComack
Brian Pritts

Autistic Support

Allison Pawlikowsky
Bonnie Harshman AS/LSS CA
Melinda Stimmel AS/CA
Grace Burke AS/CA
Amanda Springer PCA

Lifeskills

Judy Hensler
Barb Lemley LSS/CA
Wendy Weltz PCA

Title I Reading

Lavina Hoffer

Learning Support

Doug Craig
Natalie Lilley
Mary Beth Sweeney

Southmoreland Elementary / Primary Center

Elementary Music

Meghan Whytsell

Instrumental Music - 5th grade only

Jim Henigin

Library

Kristin Pritts

Elementary Art

Gia Poska

Physical Education

Rachel Means

Elementary Computer

Sarah Kral

Speech

Shannon Burch

Hannah Skerbetz

Christina Smithula

Elementary Gifted

Lavina Hoffer

Elementary STEM

Pam Wortman

To reach a member of our staff by email: Please use the person's **last name**; then the **first initial** of their first name, followed by **@southmoreland.net**

Example: Name John Doe **Email:** doej@southmoreland.net

Please **place the student's name in subject area** in all capital letters to help the staff identify legitimate incoming email.

PTA OFFICERS 2020-2021

~ Southmoreland Elementary Schools PTA ~
southmorelandpta@gmail.com

PTA President - Tara Marhefka-Steiner

724-309-2998/tmarhefka@comcast.com

Vice-President -Beth Bretz

724-331-1205/ bethbretz@hotmail.com

Secretary - - Angie Marhefka

724-887-3530/724-309-2421/ amarhefka@hotmail.com

Treasurer - - Jamie Sechler

724-331-2144/Jaymemar_04@hotmail.com

PTA FUNDRAISER POLICY

PTA runs several fundraisers throughout the year to help raise funds for school programs, school incentives, teacher expenses and more. PTA does not accept cash. PTA will only accept personal checks or money orders. If cash is sent into the school the student is responsible if it is lost or misplaced. PTA will not replace or reimburse cash that is lost.

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 with the Registrar who is Mrs. Kris Leonard; her office is located at Southmoreland Middle School. Her email address is leonardk@southmoreland.net. **Online registration is available here.** 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. Once a student enrolls at the new school district, the new district will forward a request for records to Southmoreland and then the student will be officially withdrawn from Southmoreland School District.

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 the 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: 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 six (6) 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 six (6) 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.

Examples of 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 LAWS IN PENNSYLVANIA WHO MUST ATTEND SCHOOL IN PENNSYLVANIA

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Information regarding student attendance and truancy may be found on our district's webpage: [www.southmoreland.net](http://www.southmoreland.net).



## **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 before 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.** Note that there will be no early dismissals after 3:00 PM.

A student who becomes ill or is sent home will be considered absent a full day if he or she leaves before 10:45 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.**

## **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); WPQR Connellsville (99.3 FM); KDKA Pittsburgh (1020 AM); ; 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 school cancellation/closures will also be sent via School Messenger.

Notification of scheduled early dismissals will be reported in the school monthly calendar.

### **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.

### ***MOBILE TELEPHONES***

- 1) *Students may have cellular phones in their possession at school but they must be turned off during the school day and in a 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**

### ***CURRENT RECOMMENDED PROTOCOLS FOR COVID 19 SITUATIONS***

If a student or faculty member is exhibiting one of the following symptoms, please **stay home** and make arrangements to **see your medical provider: fever of 100.4 or higher, cough, shortness of breath or difficulty breathing**. If a student or faculty member is exhibiting **two or more** of these symptoms, please **stay home** and see your provider: **sore throat, runny nose, chills, loss of taste, muscle pain, nausea or vomiting, headache, diarrhea**.

Based upon the current guidance, if students and teacher(s) are exposed for more than 15 minutes and within 6 feet of a person who is showing symptoms of COVID 19 or is COVID 19 confirmed, the CDC recommends quarantine for all classroom(s) and students/teacher(s) who may be exposed inside those definitions. However, with our social distancing protocols in place and limited numbers of students in common areas, we hope to avoid those situations.

**In short--if symptomatic:** Stay home. Please test.

**If positive (symptomatic or asymptomatic):** 14 calendar days quarantine. Medical documentation of the positive test and clearance to return from a medical professional will be required for return to school for students and staff.

**If negative and asymptomatic:** clearance to return from a medical professional will be required for a return to school for students and staff.

### **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*

### ***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 1<sup>st</sup> 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.*

## **BE THERE!!!**

**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<br>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 healthcare 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<br>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)<br>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<br>Severe, uncontrolled, rapid coughing, wheezing, or difficulty breathing                                                                                           | Keep your child home and contact a healthcare 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.                                                 |
| Diarrhea<br>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 healthcare provider.                                                   |
| Fever<br>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 healthcare provider. |
| Fifth's Disease                                                                                                                                                               | NO - May return after being diagnosed by a physician. No longer contagious after a 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 the 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 the physician is treating with antibiotics and gives written permission to return to school 24 hours after treatment.                                                                                                                 |
| Stains, Sprains and Pains                                                                                                                                                     | If there is no 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 healthcare provider.                                                                                          |
| Strep Throat<br>Sore throat, fever, stomach ache, and red, swollen tonsils                                                                                                    | Keep your child at home for the first 24 hours after an antibiotic is begun.                                                                                                                                                                                               |



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p>Vaccine Preventable<br/> 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.<br/> Measles &amp; 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<br/> Mumps – fever, headache, muscle aches, loss of appetite, swollen tender salivary glands<br/> Pertussis (Whooping Cough) – many rapid coughs followed by a high-pitched “whoop”, vomiting, very tired</p> | <p>Keep your child at home until a health care provider has determined that your child is not contagious.</p> |
| <p>Vomiting<br/> Child has vomited 2 or more times in a 24 hour period</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Keep your child home and contact a healthcare provider.</p>                                                |

### **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: "Physician's 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 a 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 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 difficulties 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 **Vicki Capone, Food Service Director at 724-887-2015 or by e-mail at [caponev@southmoreland.net](mailto:caponev@southmoreland.net).**

Breakfast is available to students during these times:

**SPC: 9 AM – 9:15 AM**

**SES: 9 AM – 9:15 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](http://www.southmoreland.net) and click on the Food Service link online for 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](http://www.southmoreland.net) and click on **MENUS** at the right, then **OVERVIEW**. You will need your **child's PIN or Student ID** number to apply online. The PIN ID is the Student ID Number given to you by the school. This will stay with your child throughout their education at Southmoreland.

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 encouraged 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 paper application.

**Families who are notified on the first day of school 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](http://www.southmoreland.net).

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

### **SOUTHMORELAND SCHOOL DISTRICT LUNCH CHARGING POLICY**

We realize from time to time, with busy schedules and lives that occasionally anyone can forget to send money for lunch. **Southmoreland School District will not deny any child a lunch who does not have funds to pay for a meal.**

In conjunction with the passing of Act 55 by the Pennsylvania legislature in 2017, school districts are now required to notify parents when negative school lunch balances reach 5 or more meals. The Southmoreland School District Food Service Department will send negative student account balances to parents/guardians via phone, text, letters and/or email messages. Messages to negative balance households will be sent a minimum of one time per week.

We strongly encourage all parents to also create an account for their child's cafeteria account where they can electronically pay for meals, sign up for low balance emails/text messages and monitor daily purchases. The website to do this is [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents also have the option of calling the Food Service Department to put restrictions on their child(ren)'s meal account.

The full Southmoreland School District Charge Policy can be found on the website [www.southmoreland.net](http://www.southmoreland.net) and click on **MENUS** then **OFFICIAL MEAL CHARGE POLICY**.

## **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 the use of a personalized PIN # beginning at grade 2 through grade 12. Parents of students in all grades may make prepayments to their lunch account to pay for school meals and other food purchases. Prepayments are accepted by cash, check, and online payments are also accepted at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may sign up to make online payments or view their child's cafeteria activity through the school website on the Food Service section of the website.

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. One check may be used to pay for more than one student, provided they attend the same school. 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 or to place limits on the daily food and meal purchases.

## **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 allergies 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 a detailed diet prescription and food substitutions requested from the attending physician.

Both the Fluid Milk Substitution and medical Statement forms are available on the school district website and may be found under Menus. **Advance notice is required to implement any special diet needs.** After reviewing the information & forms online, please contact the Food Service Director.

## **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 students 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 potential 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 education 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.**

### ***ELEMENTARY STEM***

The elementary STEM program is designed to introduce and develop problem solving through standards-based, structured, inquiry-based and real world learning, connecting all four of the STEM subjects. Through collaboration

and authentic challenges, students will use science, technology, engineering and mathematics to plan, create and apply solutions in a classroom setting.

### ***ELEMENTARY COMPUTER***

The elementary computer program is a comprehensive way to introduce both basic understandings of technology and coding. Students will be provided with a foundation for computer and internet use and will also begin their content of study of coding, which has quickly become a highly-valued 21st century skill set.

### **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.

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 composed 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.

### **SPECIAL EDUCATION SERVICES**

The Southmoreland School District is committed to providing all students with a free and appropriate public education in the least restrictive environment. This education is provided at the highest possible level within our school district's neighborhood school buildings to the greatest extent possible. To this end, Southmoreland School District offers a continuum of special education programs and services to address and meet the needs of students with disabilities. This is accomplished through the dedication of our teachers, staff, administrators, and school board members.

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. 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.

On-going comprehensive screening is completed 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.

### **SUPPORT SERVICES**

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

#### ***LEARNING SUPPORT***

The model of delivery of learning support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the learning support program, students may have access to more individualized and small group instruction with individual special education teachers. Students also have the opportunity to receive instruction with non-disabled peers in the general education classroom setting that is provided through a continuum of services including, but not limited to, a co-teaching instructional delivery model, involving the grade level regular education teacher and a special education teacher; support of paraprofessional assignment within the general education classroom, and the implementation of specially designed instruction as determined by the student's IEP team.

#### ***AUTISTIC SUPPORT***

The model of delivery of autistic support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the autistic support program, students have access to individualized and small group instruction in areas of academic, social and emotional, and sensory needs. Students also have the opportunity to receive instruction with non-disabled peers in the general education classroom setting that is provided through a continuum of services including, but not limited to, a co-teaching instructional delivery model, involving the grade level regular education teacher and a special education teacher, support of paraprofessional assignment within the general education classroom, and the implementation of specially designed instruction as determined by the student's IEP team.



### ***LIFE SKILLS SUPPORT***

The model of delivery of life skills support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the life skills support program, students have access to individualized and small group instruction in areas of academic and adaptive behavior/daily living skill(s) needs. Students also have the opportunity to receive instruction with non-disabled peers in the general education classroom setting that is provided through a continuum of services including, but not limited to, a co-teaching instructional delivery model, involving the grade level regular education teacher and a special education teacher, support of paraprofessional assignment within the general education classroom, and the implementation of specially designed instruction as determined by the student's IEP team.

### ***SPEECH AND LANGUAGE SUPPORT***

The model of delivery of speech and language support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the speech and language support program, students may have access to more individualized and small group instruction with individual speech and language pathologists (SLP). Students also have the opportunity to receive speech and language support through a SLP/regular education teacher consultative delivery mode thereby maximizing the students' participation in the general education setting with non-disabled peers without the need for pull out therapeutic sessions.

### ***VISION SUPPORT AND HEARING SUPPORT***

The model of delivery of vision and hearing support services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Through the vision and hearing support services program, students may have access to more individualized and small group instruction with individual special education teachers. Also, students have the opportunity to receive instruction with non-disabled peers in the general education classroom setting with the support of paraprofessional assignment as deemed necessary by the IEP team on an individual case basis. Direct instruction in these areas is provided by PA State certified special education teachers employed by and contracted through the Westmoreland Intermediate Unit.

### ***RELATED SERVICES OF ORIENTATION AND MOBILITY THERAPY, PHYSICAL THERAPY, AND OCCUPATIONAL THERAPY***

The model of delivery of related services varies given the respective students' degree of need for such services with the focus of educating students in the least restrictive environment. Special Education Related services of Occupational and Physical Therapy are available to students found eligible for

and in need of such services at all Southmoreland School District schools buildings and is provided through a contract with CAMCO and the Westmoreland Intermediate Unit.

### **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, [clarad@southmoreland.net](mailto:clarad@southmoreland.net), for assistance and resources available through ECYEH at (724) 887-2005.

### **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 and Math Improvement Program in the Southmoreland Primary Center and Southmoreland Elementary School are schoolwide reading programs designed to reinforce the critical core 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 a 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 midpoint of the nine-week period.

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

|            |           |               |          |
|------------|-----------|---------------|----------|
| <b>90%</b> | <b>TO</b> | <b>100%</b>   | <b>A</b> |
| <b>80%</b> | <b>TO</b> | <b>89.99%</b> | <b>B</b> |
| <b>70%</b> | <b>TO</b> | <b>79.99%</b> | <b>C</b> |
| <b>60%</b> | <b>TO</b> | <b>69.99%</b> | <b>D</b> |
| <b>0%</b>  | <b>TO</b> | <b>59.99%</b> | <b>E</b> |

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

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

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held every year in the elementary grades. The first conference is held during the 1<sup>st</sup> 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 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 of 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.

### **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*

*Sugar free Jello cups*

*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*

*100% juice boxes*

*Frozen yogurt*

*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 pocket knife, 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 FOR 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*

*Staples and paperclips are acceptable in this program*

*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*

**Paper Recycling Dumpsters *presently* located at :  
Southmoreland Primary Center and Southmoreland Elementary School**

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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 ensure 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 the school bus should be directed to the 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 a field trip permission form. 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 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.

PTA

The Southmoreland PTA (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, fundraising 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 the handbook. PTA fundraiser policy: PTA runs several fundraisers throughout the year to help raise funds for school programs, school incentives, teacher expenses and more. ***PTA does not accept cash. PTA will only accept personal checks or money orders. If cash is sent into the school the student is responsible if it is lost or misplaced. PTA will not replace or reimburse cash that is lost.***

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 school work 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 Mr. Vincent A. Mascia, Jr., 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: Mrs. Tracey M. Kuchar-Long, Principal (grades 2-5), Southmoreland Elementary School Office, 100 Scottie Way, Scottdale, PA 15683 (724) 887-2020. Note: If the complaint is against the principal, contact Mr. Vincent A. Mascia, Jr., Superintendent of Schools, Southmoreland Middle School.

Southmoreland Primary Center students: Mr. Ronald Heitchue, Principal (Grades K-1) Southmoreland Primary Center Office, Box C, Alverton, PA 15612 (724) 887-2026. Note: If the complaint is against the principal, contact Mr. Vincent A. Mascia, Jr., 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 Mr. Vincent A. Mascia, Jr., 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: Mr. Vincent A. Mascia, Jr., 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 Mr. Mascia 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 Mr. Vincent A. Mascia, Jr., Superintendent of Schools at 887-2000; all persons with problems with Central Administration or applicants for employment should contact Mr. Vincent A. Mascia, Jr. at (724) 887-2000 Southmoreland Middle School, 200 Scottie Way, Scottdale PA 15683.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS
SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED
HANDICAPPED STUDENTS

According to state and federal special education regulations, an annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/ Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, contact information is listed at the end of this public notice.

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a

developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information, contact the intermediate unit. Contact information is listed at the end of this public notice.

EVALUATION PROCESS

Each school district and the intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool-age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Childhood Services Administrator, Westmoreland Intermediate Unit, 102 Equity Drive, Greensburg, PA 15601-7190.

CONSENT

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

PROGRAM DEVELOPMENT

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

CONFIDENTIALITY OF INFORMATION

The school districts and, to some extent, the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA).

The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality or personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. In accordance with 34 CFR & 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- *PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.*
- *PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.*

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact your local school district. For preschool-age children, information, screenings, and evaluations requested may be obtained by contacting the intermediate unit.

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary, or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

Southmoreland School District: Mr. Ronald Heitchue, Director of Special Education, Southmoreland School District, 2351 Rte. 981 Box A, Alverton PA, 15612

Intermediate Unit: For preschool age children, information may be obtained and screenings and evaluations may be requested by contacting: Denise Kneidesen,

Early Intervention Administrator, Westmoreland Intermediate Unit #7, 102
Equity Drive, Greensburg, PA 15601 (724) 836-2460

COMPLIANCE STATEMENT

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.

DISTRICT CONTACT

Inquiries concerning special education services and programs, due process rights, Section 504, Title VI, Title IX, ADA, and ACT may be referred to: Mr. Ron Heitchue, Director of Student Services K-12, Southmoreland School District, 2351 Rte. 981 Box A, Alverton PA, 15612 (724) 887-2009.

RETENTION

A student will be retained by failing two or more major course subjects or by failing one major subject and a total of one credit or more “minor” subjects. In order for a student to avoid grade level retention, the possibility of making up course(s) failed could exist via successful completion of an **approved** summer school program. If such information is needed, and prior to student registration for same, please contact the Principal or Guidance Counselor for appropriate details. A student will not be retained for more than two years in the same grade.

DISCIPLINE

Discipline is the framework for the development of the proper atmosphere for learning. The following information should provide students and parents with an understanding of the expected behavior and conduct of students.

BEHAVIORAL EXPECTATIONS

At the Southmoreland Elementary Schools the primary purpose of the daily schedule is to conduct the business of education. The school provides many opportunities for students to achieve success and to advance their educational goals. It is imperative the climate of the school be conducive to such ends. Therefore, the development of self-discipline and responsibility is encouraged and nurtured. A discipline code has been developed to establish guidelines for student conduct while they are in school, out of school, on a school bus, and/or attending school functions.

PHILOSOPHY

The Southmoreland Elementary Schools Community is committed to promoting a safe, healthy, and inviting environment: one that fosters respect, caring, and responsibility. Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct, and promote the development of self-discipline.

In order to preserve a healthy, inviting school climate, which allows each student the opportunity to achieve his/her maximum potential, all individuals will be expected to adhere to this philosophy or lose the privilege to remain in the school setting.

DISCIPLINARY POLICIES

The school administrator has the responsibility for taking action based on knowledge of the facts of the incident and the needs of the involved parties. The following list of minimum and maximum disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed.

Students may also be disciplined for activities off of school property and not during school-sponsored activities if school administrators have a reasonable belief that the health and/or safety of the student or others in school may be in danger, or that school operations or activities may be disrupted.

Students who have been suspended during a particular nine week period will not be permitted to attend field trips that occur during that same nine week period.

DEFINITIONS

1. ***Probation*** – trial period for a pupil to change undesirable behavior and still remain in the school. The assignment of after school detention and/or loss of privileges may be a condition of the probation.
2. ***Detention (ASD)*** –
 - a. One hour detentions will be held on Wednesday afternoons from 4:15 p.m. – 5:15 p.m. under the supervision of a supervising teacher and/or the Principal.
 - b. Students will be given a minimum of one day's notice of the detention.
 - c. The responsibility rests with the student to inform his/her parents that a detention obligation exists.
 - d. Parents will be responsible for providing transportation when activity buses are not available.

3. **Suspension of Privileges** - Students and parents will be notified of the suspension of school privileges, the reason such action is necessary, and the conditions necessary to remove the suspension. During a period of suspended privileges, students will not be issued hall passes from class, study halls or homeroom. They may not participate in any school sponsored field trip, activity, sport or sport practice.
4. **Suspension of Bus Privileges** – Students are provided free bus transportation to and from school. If at any time during bus transport (this includes time at bus stop, boarding and exiting) a student acts in a manner so as to endanger, harm, harass or otherwise interfere with the safe transport of himself/herself and/or others, the student may have his/her privileges suspended. Parents will be notified of the reason for the length of the suspension. During that period of time the parents are responsible for the transportation of their child to and from school.
5. **Out of School Suspension** – Out of school suspension will be issued when a student has committed a serious infraction or accumulations of multiple less-serious infractions have occurred. Suspension may be for a period of one to ten days. It is a serious penalty, during which a student **is not permitted to attend classes**, be in the building or on school grounds, and participate in any school-sponsored activity or sport. Parents will be notified and the suspension will start when designated by the administration. Students under suspension have the right to make-up all work missed and will have the time of suspension plus one day to do so. If school is cancelled, the student will serve the suspension on the next day that school is in session.
6. **Referral to the Superintendent of Schools** – In the event of serious offenses or chronic repetition of multiple less serious offenses, a student may be referred to the Superintendent of Schools. This referral could result in the recommendation of expulsion from school.
7. **Expulsion** – Expulsion means the exclusion from school for an extended period of time beyond the limits of out-of-school suspension and may be a permanent expulsion from the school rolls. Expulsion may be recommended by middle school administration; however, it can only be authorized through school board action.
8. **Referral to Civil Authorities or Police** – In the event of serious offenses committed by students the administration may refer the incidents to civil authorities or police for appropriate action. The parent or guardian will be responsible for fines and court costs to the extent provided by the laws of the Commonwealth of Pennsylvania.

9. **Due Process** – School personnel have a responsibility to see that due process is practiced and that the rights of all members of the school community are preserved. A student has the right to fair treatment and to be made aware of the charges against him/her. He/she must be given an opportunity to respond to the charges.
10. **Hearings-Informal** – When a suspension exceeds three days the student and parent shall be given the opportunity for an informal hearing to meet the proper school official(s) to explain the event for which the student is being suspended.
11. **Hearings-Formal** – When a student is considered for expulsion a formal hearing before the School Board, a duly authorized committee or a hearing examiner must be conducted.
12. **Searches**- School lockers are the property of the school district not of the student and as such are subject to search at any time. Administrators are permitted to conduct a search of a student if there is reasonable cause to believe that he/she has possession of an item, which constitutes a violation of the law or a school rule. Students will be asked to relinquish cigarettes/lighters when there is a suspicion of smoking on school property. If law enforcement officials conduct the search for a third party must be present. Trained canines may be used to sniff inanimate objects on school property. These searches may take place without additional notice.

APPLICATION OF DISCIPLINE & CONSEQUENCES

Inappropriate school behaviors will be categorized in four (4) levels according to the amount of disruption caused, potential threat to the safety of students and school personnel, and recidivism. (218REV.16JULY87)

Level I infractions will represent the most minor offenses. Those that cause the least disruption, pose the least threat to safety, and are handled within the classroom by the teacher.

Level II infractions will represent more disruptive behaviors and continued occurrence of Level I infractions. They may also require intervention by an administrator.

Level III infractions will represent further disruptive and threatening behaviors. They will also include continued occurrence of Level II infractions.

Level IV infractions will represent the most disruptive and threatening behaviors, acts which can result in injury and actions that are in violation of civil laws. They will also include continued occurrence of Level III infractions.

LEVEL I

Procedure Options

Discussion with Parents
 Referral Prevention
 Referral to Guidance Dept.
 Mediation
 Discipline Referral

Consequence Options

Probation (PROB)
 Lunch Detention (LUD)
 After School Detention- (ASD1)

LEVEL II**Procedure Options**

Level I procedures for
 recidivism of lower behaviors
 Discipline Referral

Consequence Options

Lunch Detention
 After School Detention (ASD1)
 1-2 days Out-of-School Suspension (OSS)
 Withdrawal/Suspension of Privileges (W/SP)
 Restitution (RST)

LEVEL III**Procedure Options**

Level I/II procedures for
 recidivism of lower behaviors
 Discipline Referral

Consequence Options

3-5 days Out-of-School Suspension (OSS)
 Disorderly Conduct Citation/Outside
 Law Enforcement #
 Withdrawal/Suspension of Privileges (W/SP)
 Restitution (RST)

LEVEL IV**Procedure Options**

Level I/II/III procedures for
 recidivism of lower behaviors
 Discipline Referral

Consequence Options

3-10 days Out-of-School Suspension (OSS)
 Disorderly Conduct Citation/Outside Law Enforcement #
 Withdrawal/Suspension of Privileges (W/SP)
 Restitution (RST)
 Referral to Superintendent/Expulsion hearing (EX)

GENERAL PROVISIONS

The following incidents, actions and activities on the part of a student shall be considered offenses and violations of the policies and regulation of the Southmoreland School District. Additional information on discipline is available in the school library.

In any case where an offense has occurred, the administration shall always have the right to refer the offense to the Board of School Directors for Board hearing and Board action. (It should be noted by the students, parents, and guardians, that when the offense is referred to by the Board of School Directors for Board hearing and Board action, the Board may suspend or exclude the student from school for a period exceeding ten (10) school days and may expel the student from the school rolls.) In any case where an offense has occurred, the student committing the offense shall be fully and completely responsible for any and all damages caused by the student's actions including property damages and personal injuries. The parents of the said student shall be responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

BULLYING/CYBERBULLYING

According to the Southmoreland School District Policy 249: Bullying/Cyberbullying, bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- 1. Substantial interference with a student's education*
- 2. Creation of a threatening school environment*
- 3. Substantial disruption of the orderly operation of the school*

Consequences for violating this policy may include, but are not limited to:

- 1. Counseling within the school*
- 2. Mediation within the school*
- 3. Parental conference*
- 4. Loss of school privileges and exclusion from the school sponsored activities*
- 5. Detention*
- 6. Suspension*
- 7. Citation to the District Magistrate*
- 8. Alternative placement outside of school*
- 9. Expulsion*
- 10. Counseling/Therapy outside of school at parental expense*
- 11. Referral to law enforcement officials*

RESPECT FOR THE PERSONAL RIGHTS OF OTHERS

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems. These resources include: mediation, teachers, guidance counselors, and administrators. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur.

SIMPLE ASSAULT (ASLT):

The attempt to cause or intentionally, knowingly or recklessly cause bodily injury to another; negligently causing bodily injury to another with a deadly weapon; or the attempt by physical menace to put another in fear of imminent serious bodily injury.

Consequence Range: 3 days OSS – Expulsion

Level(s): IV

**Additional: #, W/SP
(§2701)**

VERBAL ABUSE (VABU):

Disrespectful and/or inappropriate language directed toward another person.

Consequence Range: Probation – 10 days OSS

Level(s): I, II, III, IV

**Additional: #, W/SP
(§5503)**

HARASSMENT (HARS):

Refers to striking, shoving, kicking, or otherwise subjecting the other person to physical contact, or attempts or threatens to do the same; following the other person in or about a public place or places; or engaging in a course of conduct or repeatedly commits acts which serve no legitimate purpose; communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings of caricatures.

Consequence Range: Probation – Expulsion

Level(s): I, II, III, IV

Additional: #, W/SP

(§2709)

SEXUAL HARASSMENT (SHARS):

Discrimination against a student based on the student's submission or rejection of sexual advances and/or creating an atmosphere of harassment based on sexual issues/activity.

Consequence Range: Probation – Expulsion

Level(s): I, II, III, IV

Additional: #, W/SP

HAZING (HAZE):

Any activity that recklessly or intentionally endangers mental/physical health or safety of a student for the purpose of initiation, membership or affiliation with any organization recognized by the Board.

Consequence Range: Probation – Expulsion

Level(s): I, II, III, IV

Additional: #, W/SP

(Board Policy 247)

UNSAFE ACT/INAPPROPRIATE PHYSICAL CONTACT (UACT/IPC):

Any behavior that could be viewed as potentially dangerous, or proves in action to be dangerous, in terms of harm to oneself or to others, will be considered an unsafe act.

Consequence Range: Probation – Expulsion

Level(s): I, II, III, IV

Additional: #, W/SP

BULLYING (BULL):

Any malicious behavior that intends to harm a student including intimidation, rejection, name-calling, spreading rumors, threats, verbal and physical torment, humiliation, degradation or debasement.

Consequence Range: Probation – Expulsion

Level(s): I, II, III, IV

Additional: #, W/SP

(Board Policy 249)

RESPONSIBILITY AND RESPECT FOR PROPERTY

All of us have the right to expect our property to be secure, and all of us have a responsibility to respect the property of others. This includes property belonging to students, staff, and Southmoreland School District. Should a student choose not to respect others' rights or property, the following consequences will occur.

EXTORTION (EXTO):

The obtaining of property from another, with or without that person's consent, by a wrongful act of force, fear, or threat, the parent or guardian shall be liable for all damages caused by the student.

Consequence Range: Probation – Expulsion

Level(s): I, II, III, IV

****with restitution Additional: #, W/SP, RST**

THEFT (THEF):

Theft is the unlawful taking of property or obtaining property by false pretenses. The parent or guardian shall be liable for all damages caused by the student.

**Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST
Level(s): I, II, III, IV**

WILLFUL DAMAGE OF SCHOOL PROPERTY (WDSP):

Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district. The parent or guardian shall be liable for all damages caused by the student.

**Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST
Level(s): I, II, III, IV**

WILLFUL DAMAGE OF PROPERTY BELONGING TO OTHERS (WDOP): Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages caused by the student.

**Consequence Range: Probation – Expulsion **with restitution Additional: #, W/SP, RST
Level(s): I, II, III, IV**

RESPONSIBILITY FOR MAINTAINING PUBLIC DECENCY AND ETHICAL BEHAVIOR

The effective operation of Southmoreland Middle School requires the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, and the school staff. The expression of positive values and attitudes is essential for success in school as well as in life. Students who choose not to behave in this manner face the following consequences.

GAMBLING (GAMB):

The playing of a game of chance for stakes.

**Consequence Range: Probation – Expulsion Additional: W/SP
Level(s): I, II, III, IV**

PLAGIARISM-CHEATING (PLAG):

The unauthorized use of another person's work or talents or the providing of one's own work for another unauthorized purpose. Any grades or credit earned by those involved will be disallowed.

**Consequence Range: Probation – Expulsion Additional: W/SP
Level(s): I, II, III, IV**

VULGARITY/PROFANITY/OBSCENE LANGUAGE (PROF):

Language or gesture that is extremely or deeply offensive according to the contemporary community standards of morality and decency.

**Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV**

OFFENSIVE SOCIAL BEHAVIOR (OFSB):

Activities that are an infraction of acceptable social actions according to the contemporary community standards of morality and decency.

**Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): I, II, III, IV**

DISCRIMINATORY PRACTICES (DISP):

Activities that are intended to be offensive to one's race, religion, heritage, gender, or disability, including sexual harassment.

Consequence Range: Probation – Expulsion **Additional:** #, W/SP
Level(s): I, II, III, IV

RESPONSIBILITY FOR MAINTAINING PUBLIC HEALTH AND SAFETY

The school community confers extreme importance to the health and safety of our students. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using, or believed to be under the influence of drugs, alcohol, or inhalants as described in this section. Any student who is involved with drugs or alcohol must complete a substance abuse assessment before returning to school.

DRUGS, NARCOTICS, OR CONTROLLED DANGEROUS SUBSTANCES (DRUG/PICS):

Possession, use, or being under the influence of any of the substances which are, or have the appearance of, narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside of their legal medical purposes; or possession of drug paraphernalia. Steroids are considered a drug.

Consequence Range: 3 Days OSS – Expulsion **Additional:** #, W/SP
Level(s): IV **(Board Policy 227)**

SMELLING OR INHALING HARMFUL SUBSTANCES (SIHS):

The deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system.

Consequence Range: 3 Days OSS – Expulsion **Additional:** #, W/SP
Level(s): IV **(Board Policy 227)**

ALCOHOL (ALCO):

Possession, use, or being under the influence of any alcoholic product while on school grounds or at school-sponsored activities.

Consequence Range: 3 Days OSS – Expulsion **Additional:** #, W/SP
Level(s): IV **(Board Policy 227)**

DISTRIBUTION (DRUG/PICS):

Dispensing or conspiring to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance.

Consequence Range: 3 Days OSS – Expulsion **Additional:** #, W/SP
Level(s): IV **(Board Policy 227)**

TOBACCO (PTOB):

Possession or use of any type of tobacco product (including snuff, nicotine look alike and smokeless electronic devices).

Consequence Range: 1 Day OSS – 10 Days OSS **Additional:** #, W/SP

WEAPONS & DANGEROUS INSTRUMENTS (W/DI):

A student will not possess, handle, transmit, or conceal any object that can be considered a weapon at any time on school property, on a school bus, or while attending a school sponsored activity.

(Weapons may be further identified as including but not limited to the following: guns, knives, cutting instruments or tools, lighters, mace, nunchaku, firearms, rifles, brass knuckles, clubs/heavy blunt or any instruments capable of inflicting serious bodily harm.)

Consequence Range: 1 Day OSS – Expulsion

Additional: #, W/SP

Level(s): IV

(Board Policy 218.1)

FIREARM POSSESSION (FIRA):

Possession of any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Southmoreland School District. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation.

Consequence: Students who are found in violation shall be subject to discipline according to the Federal Gun-Free Schools Act of 1994 and State Act 26 of 1995 requiring mandatory expulsion for one (1) calendar year.

TERRORISTIC THREATS (TERR):

A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:

- (1) commit any crime of violence with intent to terrorize another;
- (2) cause evacuation of a building, place of assembly or facility of public transportation; or
- (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Consequence Range: 3 Days OSS – Expulsion

Additional: #, W/SP

Level(s): IV

(§2706)

EXPLOSIVE DEVICES AND FIREWORKS (EXPD):

The possession or detonation of any explosive device or fireworks.

Consequence Range: 3 Days OSS – Expulsion

Additional: #, W/SP

Level(s): IV

BOMB THREAT (BOMB):

False notification of impending explosion or presence of a bomb.

Consequence Range: 3 Days OSS – Expulsion

Additional: #, W/SP

Level(s): IV

ARSON (ARSO):

Any person attempting to, aiding in, or setting fire to the property of another.

Consequence Range: 3 Days OSS – Expulsion

Additional: #, W/SP

Level(s): IV

FALSE FIRE ALARM (FIRE/DSFA):

Illegally activating a fire alarm or issuing a false fire alarm.

Consequence Range: 3 Days OSS – Expulsion

Additional: #, W/SP

Level(s): IV

DISCHARGING FIRE EXTINGUISHERS (DSFE):

Willfully and maliciously discharging a fire extinguisher.

Consequence Range: 3 Days OSS – Expulsion

Additional: #, W/SP

Level(s): IV

SERIOUS ACT BY A STUDENT LEADER (SASL):

Students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious offense which results in suspension from school.

Consequence: Student may be removed from the position. Arrest, conviction, or legal judgment is not required.

RESPECT FOR SCHOOL AND ADMINISTRATIVE PROCEDURES

In any organization, and especially in a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth and success. The overwhelming majority of students in Southmoreland High School attends school daily, is respectful, and is attentive to those in positions of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same mistake again. Students who are disrespectful, truant, or insubordinate face the following consequences.

DEFIANCE OF AUTHORITY (DEFA):

The willful refusal or failure to follow a legal directive given by a staff member.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

Level(s): I, II, III, IV

CONTINUED WILLFUL DISOBEDIENCE (DISO):

Repeated refusal or failure to follow school rules and regulations.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

Level(s): II, III, IV

DISRUPTIVE BEHAVIOR (DSRP):

Actions which interfere with the effective operations of the school.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

FALSE IDENTIFICATION (FAID):

Refusal to give identification or giving a false identification when requested to do so by a staff member.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

Level(s): I, II, III, IV

FALSE INCIDENT REPORT (FALS):

Knowingly providing false information to a staff member.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

Level(s): I, II, III, IV

FORGERY (FORG):

Falsifying signatures or data on official records.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

Level(s): I, II, III, IV

STUDENT ATTIRE (SATT):

Students shall be clean and neatly dressed in a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive of the educational program of the school.

Consequence Range: Probation – Expulsion Additional: W/SP
Level(s): I, II, III, IV

VIOLATION OF OUT-OF-SCHOOL SUSPENSION (VSUS):

Being present on a school campus or at a school activity while on suspension.

Consequence Range: 1 Day OSS – 10 Days OSS Additional: #, W/SP
Level(s): II, III, IV

REFUSAL TO ALLOW SEARCH AND SEIZURE (RASS):

Willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.

Consequence Range: 3 Day OSS – Expulsion Additional: #, W/SP
Level(s): III, IV

TRUANCY (TRUA):

Absence from school without permission.

Consequence Range: Probation – 10 Days OSS Additional: #, W/SP
Level(s): I, II, III, IV

FAILURE TO SERVE DETENTION (SDET):

Unexcused absence from detention obligation (LUD, ASD1, ASD2).

Consequence Range: Probation – 10 Days OSS Additional: W/SP
Level(s): II, III, IV

FAILURE TO SERVE SATURDAY DETENTION (FSAT):

Unexcused absence from Saturday detention obligation (SATD).

Consequence Range: Probation – 10 Days OSS Additional: W/SP
Level(s): II, III, IV

CLASS CUTTING/OUT OF ASSIGNED AREA (CUTC/OASA):

Absence from class without permission or outside your assigned area without permission.

Consequence Range: Probation – 10 Days OSS Additional: #, W/SP
Level(s): II, III, IV

LEAVING CAMPUS (LEAV):

Leaving campus during school hours without authorized permission.

Consequence Range: Probation – Expulsion Additional: #, W/SP
Level(s): II, III, IV

EXCESSIVE TARDIES TO CLASS (TCLA):

Arriving late to class without permission or without a valid excuse.

Consequence Range: Probation – 10 Days OSS Additional: W/SP
Level(s): I, II, III, IV

3 Tardies/ Length of Course = ASD1

EXCESSIVE TARDIES TO SCHOOL (TSCH):

Arriving late to school without permission or without a valid excuse.

Consequence Range: Probation – 10 Days OSS

Additional: #, W/SP,

Level(s): I, II, III, IV

3 Tardies/School Year = ASD1

FAILURE TO REMAND ELECTRONIC DEVICES (FRED):

The failure to remand an electronic device following a violation of the electronic devices policy.

Consequence Range: Probation – 10 Days OSS

Additional: #, W/SP

Level(s): II, III, IV

MISBEHAVIOR ON SCHOOL BUSES (MBUS):

Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus.

Continued disorderly conduct or severe misbehavior shall be sufficient reason for the administration to deny the student transportation on a school bus.

Consequence Range: Probation – Expulsion

Additional: #, W/SP

Level(s): I, II, III, IV

DISTRICT PERMISSION SLIP – EDUCATIONAL TRIP

Throughout your child’s educational experience several opportunities may arise within the school district which requires your child to leave the school grounds. We are required to have a permission slip even though they are within the district.

These educational trips may occur with little notice, so to minimize much of the confusion, we would like to have your permission now for these upcoming 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 make special arrangements.

PLEASE COMPLETE, SIGN AND DATE THE PERMISSIONS BELOW AND RETURN TO SCHOOL WITH YOUR CHILD!

District Permission Slip

_____ has my permission to attend the educational trip within the school district during the 2020-2021 school year.

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

In addition to the field trip information above we also have many photo opportunities throughout the school year in which your child may participate. We

like the community to know about these fun events and awards. We hope that your son/daughter will be able to be included in these events.

WEB PAGE / PHOTO PERMISSION SLIP

[] I give my son/daughter permission for their name and picture to be used several places throughout the Southmoreland School District, including but not limited to the following: hallways, slide show presentations, yearbooks, local area newspapers, monthly newsletters, the district web page, Facebook, Twitter and any Southmoreland School District social media.

[] I do not give my son/daughter permission for their name and picture to be used several places throughout the Southmoreland School District, including but not limited to the following: hallways, slide show presentations, yearbooks, local area newspapers, monthly newsletters, the district web page, Facebook, Twitter and any Southmoreland School District social media.

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____



Southmoreland Primary Center
2020-2021 Title I Parent Engagement Policy

Southmoreland Primary Center and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this policy outlines how the parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. In 2014-2015, Southmoreland Primary Center became a school-wide Title I building.

Our Mission: To provide High Quality Learning For All

Therefore, Southmoreland Primary Center will do the following:

- *DIBELS Next assessment*
- *Scientificallly based researched basal series – used at all grade levels*
- *Flexible grouping – movement and instruction driven by test data*
- *Use assessment data to chart progress and drive instruction*

- *Establish baseline instructional level using data derived from our running records and other student learning tools*
- *Professional Development*
- *Provide Parent and Family Nights to encourage partnering for student success*
- *Intervention and Extension block scheduled daily*
- *Hold parent-teacher conferences/Open House annually during which the jointly developed compact and other Title I program documents will be distributed as it relates to the individual child's achievement.*
- *Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:*
 - *The district will provide Report Cards quarterly*
 - *The district will provide Progress Reports quarterly*
- *Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:*
 - *All staff members are available for parent conferences in person or by phone*
- *Involve parents in the planning, review, and improvement of the school's parental involvement policy and parent compact in an organized, ongoing, and timely way.*
- *Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.*
- *Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.*
- *Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that parents can understand.*
- *On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.*
- *Provide to each parent an individual student report about the performance of their child on the state assessment in at least math, language arts and reading.*
- *Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).*

- *Develop activities that promote the school's and parents'/families' capacity for strong parental involvement. The following list of activities is a sampling of parent involvement opportunities at Southmoreland Primary Center:*
- *PTA Meetings*
- *School Compacts*
- *Title 1 Compact (outlines parent responsibilities to support academic achievement at home)*
- *Book Fairs*
- *Read with Me at SPC night*
- *Kindergarten Kickoff and Orientation*
- *Field Day*



Southmoreland Primary Center

Mission Statement: High Quality Learning for All!

Parent-Student-School Compact

The Parent-School Compact is a voluntary agreement between the school and the parents of the children at that school. A compact outlines how parents, the school staff, and students will share responsibility for improved student achievement. We make the agreement to inspire each of us to help students reach their highest potential, and to develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the 2020-2021 school year.

School Responsibilities

Teachers and staff at Southmoreland Primary Center will:

- *Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- *Monitor student progress and reteach when needed.
- *Enforce rules fairly and consistently.
- *Create classroom settings that stimulate learning.
- *Have high expectations for all students.
- *Use a variety of teaching strategies.
- *Communicate with parents/guardians on a regular basis.

Principal Signature

Parent Responsibilities

Parents/guardians will support their children's learning in the following ways:

- *Establish a regular daily reading and studying routine.
- *Monitor attendance.
- *Ensure homework is completed.
- *Monitor amount of television viewing, computer and video game time.
- *Be involved – Volunteer.
- *Stay informed about child’s education communicating with the school district.

Parent/Guardian(s) Signature(s)

Student Responsibilities

As a student, it is important to work to the best of my ability and to take pride in my academic achievements. Therefore, I will:

- *Do my homework every day and ask for help when needed, turning assignments in on time.
- *Give my parents/guardians all notices and information received by me from school daily.
 - *Make good choices.
- *Respect other students and teachers.
 - *Pay attention in class.
 - *Follow directions.
 - *Be a good listener.

Student’s Signature



SOUTHMORELAND ELEMENTARY SCHOOL

2020-2021 TITLE I PARENT ENGAGEMENT POLICY

Southmoreland Elementary School and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this policy outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state’s high standards. In 2014-2015, Southmoreland Elementary School became a school-wide Title I building.

Our Mission: To provide High Quality Learning For All

Therefore, Southmoreland Elementary School will do the following:

- *DIBELS Next Screener*
- *Reading Eggs*
- *Study Island assessments to monitor progress*
- *Scientifically based researched basal series – used at all grade levels*
- *Flexible grouping – movement and instruction driven by test data*
- *Use assessment data to chart progress and drive instruction*
- *Establish baseline instructional level using data derived from our running records and other student learning tools*
- *Professional Development*
- *Provide Parent and Family Nights to encourage partnering for student success*
- *Intervention and Extension block scheduled daily*
- *Hold parent-teacher conferences/Open House annually during which the jointly developed compact and other Title I program documents will be distributed as it relates to the individual child's achievement.*
- *Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:*
- *The district will provide Report Cards quarterly*
- *The district will provide Progress Reports quarterly*
- *Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:*
- *All staff members are available for parent conferences in person or by phone*
- *Involve parents in the planning, review, and improvement of the school's parental involvement policy and parent compact in an organized, ongoing, and timely way.*
- *Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.*
- *Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend.*
- *The school will invite all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.*
- *Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that parents can understand.*
- *On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in*

decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

- *Provide to each parent an individual student report about the performance of their child on the state assessment in at least math, language arts and reading.*
- *Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).*
- *Develop activities that promote the school's and parents'/families' capacity for strong parental involvement. The following list of activities is a sampling of parent involvement opportunities at Southmoreland Primary Center:*
 - *PTA Meetings*
 - *School Compacts*
 - *Title 1 Compact (outlines parent responsibilities to support academic achievement at home)*
 - *Book Fairs*

SOUTHMORELAND ELEMENTARY SCHOOL

SES

100 Scottie Way

Scottdale, PA 15683

724-887-2020

Mission Statement:

High Quality Learning for All!

Parent-Student-School Compact

The Parent-School Compact is a voluntary agreement between the school and the parents of the children at that school. A compact outlines how parents, school staff, and students will share responsibility for improved student achievement. We make the agreement to inspire each of us to help students reach their highest potential, and to develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the 2020-2021 school year.

School Responsibilities

Teachers and staff in our Elementary Programs will:

- *Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- *Monitor student progress and reteach when needed.
- *Enforce rules fairly and consistently.

- *Create classroom settings that stimulate learning.
- *Have high expectations for all students.
- *Use a variety of teaching strategies.
- *Communicate with parents/guardians on a regular basis.

Parent Responsibilities

Parents/guardians will support their children's learning in the following ways:

- *Establish a regular daily reading and studying routine.
 - *Monitor attendance.
 - *Ensure homework is completed.
- *Monitor amount of television viewing, computer and video game time.
 - *Be involved – Volunteer.
- *Stay informed about child's education communicating with the school district.

Student Responsibilities

As a student, it is important to work to the best of my ability and to take pride in my academic achievements. Therefore, I will:

- *Do my homework every day and ask for help when needed, turning assignments in on time.
 - *Give my parents/guardians all notices and information received by me from school daily.
 - *Make good choices.
 - *Respect other students and teachers.
 - *Pay attention in class.
 - *Follow directions.
 - *Be a good listener.
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